

OVERTIME REQUEST FORM

Try Smartsheet for FREE

No one may be paid for overtime unless this form has been completed in advance of the overtime work. Overtime is paid only when forty hours have been worked within one normal work week.

EMPLOYEE NAME	JOB TITLE	EMPLOYEE ID	DATE FORM COMPLETED
IMMEDIATE SUPERVISOR	DEPARTMENT	HOURLY RATE OF PAY	

DATE OF OVERTIME WORK		TIME OF OVERTIME WORK	
START DATE	END DATE	START TIME	END TIME

ANTICIPATED NUMBER OF OVERTIME HOURS

Please provide an explanation of the work that requires more than 40 hours/week to complete.

APPROVAL

SUPERVISOR SIGNATURE	DATE OF APPROVAL	HR REP SIGNATURE	DATE OF APPROVAL

INSTRUCTIONS

No overtime will be paid unless this form has been completed prior to overtime. In the event of an emergency the form must be completed within the week of the overtime worked.

It is the responsibility of the employee to submit a signed timesheet for specific overtime work before payroll will be completed.

The form will be returned to immediate supervisor.

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.