



Payroll Department
Overtime Authorization Form

*Overtime **must be authorized by the district office prior to an employee working additional hours.***

*This form **must be attached to the standard Overtime Payroll Report Form.***

This form does not apply for building security checks or emergencies.

This overtime was pre-approved by:

- ☐ Assistant Superintendent - Finance
- ☐ Assistant Superintendent – Human Resources
- ☐ Assistant Superintendent - Operations
- ☐ Assistant Superintendent – Student Support Services
- ☐ Assistant Superintendent - Teaching and Learning
- ☐ Deputy Superintendent of ACPS
- ☐ Superintendent of ACPS

Signature: _____ Date: _____

Employee Name: _____ Cost Center #: _____

Employee ID#: _____

Work Location: _____ Funding Source: _____

Justification:

Hours Requested: _____

Dates: _____

☐ Overtime Payment ☐ Compensatory Time

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____