



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, Human Resources
- Assistant Superintendent, Operations
- Assistant Superintendent, Business Services

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: _____