

**COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**

**AUTHORIZATION FOR OVERTIME**

All scheduled overtime must be authorized in advance by the Vice President for Administration, before overtime may be credited. In the event of emergency or unscheduled overtime, the appropriate Vice President or designee may authorize unscheduled overtime to provide emergency or other crucial services. Such overtime must be reported within forty-eight (48) hours of the overtime service. The payroll office shall not process any payment for overtime without receipt of an approved authorization form.

I request authorization for overtime as noted below:

<u>NAME</u>	<u>DATE(S)</u>	<u>HOURS</u>	<u>REASON</u>

\_\_\_\_\_ Supervisor                      \_\_\_\_\_ Date                      \_\_\_\_\_ Vice President                      \_\_\_\_\_ Date

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APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Vice President for Administration

\_\_\_\_\_  
Date

White - Payroll  
Canary - Vice President  
Pink - Supervisor