



AUTHORIZATION FOR OVERTIME

No. _____

All scheduled overtime must be authorized in advance by the Vice President for Administration, before overtime may be credited. In the event of an 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:

NAME	DATE(S)	HOURS	ACCOUNT #	REASON
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Supervisor	Date	Vice President/Director	Date
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APPROVED: _____	DISAPPROVED: _____	VP for Administration	Date
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Sent to A. Rowley: _____