

# OVERTIME AUTHORIZATION AND TIME WORKED

EMPLOYEE'S NAME: \_\_\_\_\_

## ADVANCE APPROVAL OF OVERTIME ASSIGNMENT:

Number of hours: \_\_\_\_\_ To be worked on: \_\_\_\_\_  
date(s) time(s)

\_\_\_\_\_  
date(s) time(s)

Method of compensation:          Payment          Compensatory Time Off

Reason for overtime:

Overtime authorized by: \_\_\_\_\_  
date

## REPORT OF ACTUAL OVERTIME WORKED:

Number of hours worked: \_\_\_\_\_ Worked on: \_\_\_\_\_  
date(s) time(s)

\_\_\_\_\_  
date(s) time(s)