## **Overtime Approval Request**

| Employee Name       |  |   |
|---------------------|--|---|
|                     |  |   |
| Department          |  |   |
|                     |  |   |
| Date                |  |   |
|                     |  |   |
| Day                 |  |   |
|                     |  |   |
| Start Time          |  |   |
|                     |  |   |
| End Time            |  |   |
|                     |  |   |
| Reason for Overtime |  |   |
|                     |  |   |
|                     |  |   |
| Supervisor/Manager  |  |   |
|                     |  |   |
| Approval Status     |  |   |
|                     |  | ▼ |