AUTHORIZATION FOR OVERTIME

PAYROLL SERVICES

&DUORV %HH %OYG 6&$$ +D\ZDUG)D[

Instructions: &RPSOHWH DQG VXEPLW WR 3D\UROO 6HUYLFHV 6$ WR JHQHUDWH DQG DSSURYH VXSHUYLVRU VLJQDWXUH FKHFN &DO
DSSURSULDWH +ROLGD\ 27 83' 21/< DQG VHOHFW 3UHPLXP RU 6WUDLJKW RYHUWLPH UDWH &DO
$OZD\V UHSRUW 3UHPLXP DQG 6WUDLJKW RYHUWLPH UDWHV VHSDUDWHO\

EMPLOYEE NAME	PEOPLESOFT EMPLOYEE ID	RCD #	SSN (Last 4)	DEPT. ID 18MBER	PAY PERIOD
					0RQWK <HDU

TOTALS							

OVERTIME HOURS HAVE BEEN WORKED AS INDICATED ABOVE

REASON FOR EXTRA HOURS/NOTES:

(PSOR\HH¶V 6LJQDWXUH	'DWH	$SSURSULDWH $GPLQLVWUDWRU¶V	'DWH
		3ULQW 1DPH	

5HYLVHG