

PRE-AUTHORIZATION FORM

**for Part-Time Employees working over 56 hours per pay period
All Non-Exempt Employees working greater than 40 hours**



ALL INCREASES IN THE STANDARD WEEKLY WORK HOURS MUST HAVE PRIOR APPROVAL (complete at least one section below)

Employee will not be compensated for unapproved (unauthorized) time worked above the standard work week (Saturday – Friday).

GENERAL

1. Complete and submit this form to your supervisor for approval **PRIOR** to working overtime or working beyond the hours in your standard work week.
2. Your Immediate Supervisor must authorize and indicate the need for overtime and forward to the Division Head.
3. Division Head must authorize the need for overtime and return to the Supervisor for distribution.
4. Completed forms **must be attached to time sheet** for current pay period.

Employee Name: _____

Payroll week ending: _____

SECTION I: PART-TIME EMPLOYEE WORKING MORE THAN 56 HOURS IN A PAY PERIOD (14 days: Saturday- 2nd Friday)

Requested date(s) to work over 56 hours for pay period: _____

Number of hours over 56 per pay period requested: _____ hours

Reason for requested hours over 56 hours in a pay period:

SECTION II: NON-EXEMPT EMPLOYEE WORKING GREATER THAN 40 HOURS IN A STANDARD WORK WEEK (Saturday- Friday)

Requested date(s) to work overtime (more than 40 hours): _____

Amount of overtime requested: _____ hours

Reason for requested overtime:

I. Certification/Authorization *Below signatures are required before payment is considered.*

| | | | | | |
|--------------|-----------------|---------------|-------|------|-------|
| () Approved | () Disapproved | Supervisor | _____ | Date | _____ |
| () Approved | () Disapproved | Division Head | _____ | Date | _____ |

Original should accompany staff member's timesheet.

Revised 12/1/2021 bw