

**Overtime Usage Request & Authorization
Certification of Performance of Overtime**

Instructions

1. One form is to be completed in triplicate for each employee or group of employees working overtime. This form must be signed by a department head or other authorized approving individual before any overtime work is performed.
2. The original copy of this form is sent, after approval, to the administrative section of the approving individual.
3. The requesting supervisor receives and retains two copies until the authorization has expired and then completes and sends both to the administrative section. If no work is performed under an authorization, the supervisor's copies are sent to the administrative section marked "Not Used".
4. The administrative section will match the supervisor's copies of the authorization and certification form to the original already received. All copies will be compared to insure that total hours certified do not exceed the maximum number authorized.
5. After checking, the administrative section will file the original and copy. A copy shall be given to each employee who works the requested overtime. Hours certified will be posted to the individual employee record and/or Time Sheet.
6. In emergency situations overtime may be authorized by the supervisor prior to an official request. However, this form shall be filled out and signed by the appropriate officials as soon as possible after commencement of the work.

TO:

Authorization No. _____

Date: _____

Employee	Overtime Needed		Maximum Manhours Needed	Overtime Worked		Total Overtime Hours Worked
	Date	Time AM PM		Date	Time AM PM	

Justification _____

Requested By _____
Supervisor

Department or Section

Approved By _____
Dept Head or Authorized Official

Date

This is to certify that the above requested overtime hours have been worked.

Certified By _____
Supervisor

Date