



Georgia State University Overtime Authorization Form

Today's Date (MM/DD/YY): _____

Employee Requesting Overtime: _____
(Print Name)

Employee Title: _____ Department: _____

Purpose of Overtime Work:

Hours requested to be worked in excess of 40 per week: _____

Date and time of hours requested to be worked: _____

- ☐ Request is authorized in full
- ☐ Request is not authorized
- ☐ Request is granted, subject to modification as follows:

Supervisor Authorizing Overtime:

(Print Name and Title)

(Signature)

(Date)

Instructions

1. **Purpose:** The purpose of this form is to monitor labor costs by managing the expense of overtime pay to non-exempt employees. This form must be used to obtain approval of all overtime work, including overtime for which compensatory time off is granted in lieu of pay. Unless precluded by emergency conditions, overtime must be approved in advance. Fill in all sections, on the reverse, to complete this form.
2. **Compliance:** Georgia State University pays monetary overtime at time and a half and compensatory hours at time and a half to non-exempt employees who exceed 40 hours of time in a workweek.
 - a. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.
 - b. The workweek begins Saturday at 12:00 a.m. and ends at 11:59 p.m. on Friday.
3. **Overtime Approval:** Employees are required to obtain approval from their Management prior to working overtime hours, unless an emergency arises. In those instances, the employee is to handle the emergency and then immediately notify the supervisor of the emergency and the hours worked.
4. **Maintaining Copies:** Whether approved or not approved, both the supervisor and non-exempt employee should maintain a signed copy, each time this form is used. Supervisors will also need to follow any internal procedures set up by their department heads and/or their HRAC representatives.