

OVERTIME REQUEST

All overtime must be pre-approved for all staff employees. The procedure for overtime approval is as follows:

- Justification must be written for requested overtime.
- Form must indicate the following: department, employee(s) scheduled to work, and the number of overtime hours requested, including start and end date.
- All overtime forms must have the immediate supervisor's signature and the appropriate Vice President and/or Chairperson's signature.
- Vice President for Academic Affairs has final approval for overtime requests for the academic departments.
- Vice president for Finance has final approval for all other administrative departments.

Note: Human Resources will receive the approved / disapproved overtime requests. Overtime will not be permitted without prior approval. It is mandatory that this process be adhered to. All overtime requests are to be submitted at least one pay period prior to the requested overtime.

Department Requesting: \_\_\_\_\_

Overtime Justification Request

Employee(s)	Start Date	End Date	Number of O/T hours

Supervisor's signature: \_\_\_\_\_

Vice President and/or Chairperson's signature: \_\_\_\_\_

Vice President for Academic Affairs signature: \_\_\_\_\_

Vice President for Finance signature: \_\_\_\_\_

Approved       Disapproved