

# Overtime Approval Form Template

## Employee Information

- Employee Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Department: \_\_\_\_\_
- Supervisor: \_\_\_\_\_

## Overtime Details

- Date of Overtime: \_\_\_\_\_
- Start Time: \_\_\_\_\_
- End Time: \_\_\_\_\_
- Total Overtime Hours: \_\_\_\_\_

## Reason for Overtime

- Project/Task Description: \_\_\_\_\_
- \_\_\_\_\_
- Reason for Overtime: \_\_\_\_\_
- \_\_\_\_\_

## Authorization

- Supervisor Name: \_\_\_\_\_
- Supervisor Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

## Employee Acknowledgment

- Employee Signature: \_\_\_\_\_

- **Date:** \_\_\_\_\_