

Overtime Request and Tracking Form

Employee Name:

Department:

Supervisor:

OT Bank Balance Carried Forward:

Date	Hours Worked (In excess of 36.25)	Overtime Hours Earned (Hours worked x 1.50)	OT Hours Banked	OT Hours Paid Out	Overtime Reason	Authorization
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Totals						

- * Overtime must be authorized in writing, in advance, by the employee's supervisor
- * Total hours worked for the week must be in excess of 36.25 hours
- * Overtime worked for the day must exceed one-quarter hour (15 Minutes)