

Overtime Authorization Form

The **overtime authorization form sample** is a crucial document used by HR departments to approve and track extra working hours. It ensures compliance with company policies and labor regulations while maintaining accurate records for payroll. Utilizing this form streamlines the approval process and enhances workforce management.

Employee Information

Employee Name		Employee ID	
Department		Position	

Overtime Details

Date of Overtime		Day	
Start Time		End Time	
Total Overtime Hours			
Reason for Overtime			

Authorization

Requested By (Employee)		Date	
Approved By (Supervisor/Manager)		Date	
HR Use Only			

Note: All overtime must be pre-approved according to company policy. Unauthorized overtime may not be paid.