

Payroll Authorization Form With Overtime Approval

The **payroll authorization form** sample with overtime approval streamlines employee payment processes by ensuring accurate recording and approval of extra work hours. This form serves as a critical document for validating overtime claims before salary disbursement. Efficient and compliant, it supports transparent payroll management within organizations.

Employee Information

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Position	<input type="text"/>

Payroll Period

From	<input type="text"/>	To	<input type="text"/>
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Hours Worked

Date	Regular Hours	Overtime Hours	Description/Reason for Overtime
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overtime Approval

Supervisor/Manager Name	<input type="text"/>	Date	<input type="text"/>
Supervisor/Manager Signature	<input type="text"/>		

Payroll Authorization

HR/Payroll Officer Name	<input type="text"/>	Date	<input type="text"/>
HR/Payroll Officer Signature	<input type="text"/>		

Submit Form