

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"/> |
|------|----------------------|----|----------------------|

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 | | | |

Submit Form