

Overtime Request Form – Part-Time Staff

This **overtime request form** sample is designed specifically for part-time staff to formally document and request approval for extra working hours. It ensures clear communication between employees and management while maintaining accurate records. Using this form streamlines the approval process and promotes efficient workforce management.

Staff Name:

Employee ID:

Department:

Supervisor/Manager:

Date of Overtime:

Start Time:

End Time:

Total Overtime Hours:

Reason for Overtime:

Additional Information (if any):

Employee Signature:

Supervisor/Manager Approval:

Date:

Date:

Submit Request