

Overtime Request Form

Use this **overtime request form sample** with an integrated approval section to streamline employee work hour extensions efficiently. It ensures accurate documentation and swift managerial consent for extra work time. Simplify your workflow while maintaining compliance with labor regulations by adopting this professional template.

Employee Information

Name

Employee ID

Department

Date of Overtime

Overtime Details

Start Time

End Time

Reason for Overtime

Approval Section

Approval Level	Name	Signature	Date	Status
Supervisor/Manager				--Select--
HR/Payroll				--Select--

Submit Request