

# Employee Authorization Form for Overtime Approval

This **employee authorization form** sample streamlines the process of securing approval for overtime work, ensuring clear communication between employers and staff. It provides a standardized template to document authorized extra hours, promoting transparency and accurate payroll management. Using this form helps organizations maintain compliance with labor regulations while efficiently managing workforce scheduling.

**Employee Name:**

**Employee ID:**

**Department:**

**Date of Overtime:**

**Number of Overtime Hours Requested:**

**Reason for Overtime:**

**Authorization:**

Requested By	Reviewed By	Approved By
<b>Signature:</b> <input type="text"/>	<b>Supervisor Signature:</b> <input type="text"/>	<b>Manager Signature:</b> <input type="text"/>
<b>Date:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>

*Note: All overtime must be approved prior to being worked in accordance with company policy and labor laws.*