

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

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