

Payroll Authorization Form for Hourly Employees

The **payroll authorization form** sample for hourly employees streamlines the process of approving wage payments and ensures accurate record-keeping. This form helps employers verify work hours and obtain employee consent before processing payroll. Utilizing this standardized document minimizes errors and supports compliance with labor regulations.

Employee Information

Employee Name:

Employee ID:

Department:

Position/Title:

Payroll Period

Start Date: End Date:

Hours Worked Breakdown

Date	Regular Hours	Overtime Hours	Total Hours	Supervisor Initials
<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"/>

Authorization and Acknowledgement

I certify that the hours shown above are accurate and that I have performed the work reported. I understand that falsification of this information may result in disciplinary action.

Employee Signature: Date:

Supervisor Signature: Date: