

Overtime Request Form

Use this **overtime request form sample** to streamline the process for hourly employees to submit their extra work hours. The form ensures accurate tracking and approval of overtime, helping maintain compliance with labor regulations. Customize it to fit your company's specific policies and requirements.

Employee Name

Employee ID

Department

Supervisor Name

Date of Overtime

Start Time

End Time

Reason for Overtime

Employee Signature

Date Requested

Supervisor Approval

-- Select --

Submit Request