

Overtime Request Form

Use this **overtime request form sample** to efficiently track and approve additional work hours for remote workers. It ensures clear communication and accurate record-keeping for remote team management. Simplify your approval process with a standardized, easy-to-use template.

Employee Name**Employee ID****Department/Team****Date of Overtime****Number of Overtime Hours Requested****Reason for Overtime****Supervisor/Manager Name****Approval Status** Pending ▾**Submit Request**

Note: All overtime requests must be submitted prior to commencing additional work hours. Approval from your supervisor/manager is required.