

HR Overtime Request Form

This **HR overtime request form** sample provides a detailed breakdown of hours worked beyond regular shifts, ensuring accurate tracking and approval. It streamlines the submission process by including essential fields such as employee details, reason for overtime, and duration. Utilizing this form helps maintain transparency and compliance with company policies.

Employee Details

Employee Name		Employee ID	
Department		Position	
Supervisor		Date of Request	

Overtime Details

Date	Scheduled Shift	Overtime Start	Overtime End	Total OT Hours	Description of Work Performed
Total Overtime Hours					

Reason for Overtime

Employee Declaration

I hereby declare that the overtime hours recorded above were necessary and accurately reflect the time spent for business purposes.

Employee Signature		Date	
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For Supervisor/HR Use Only

Approved	Yes / No	Approval Date	
Supervisor/HR Comments			
Authorized Signature		Date	