

Printable Overtime Request Form

Streamline your workforce management with this **printable overtime request form** sample template, designed for easy tracking and approval of extra hours. This template ensures clear communication and accurate record-keeping for both employees and managers. Download and customize it to fit your organization's specific needs efficiently.

Employee Name:

Employee ID/Number:

Department:

Overtime Date(s):

Start Time:

End Time:

Total Overtime Hours Requested:

Reason for Overtime:

Overtime Approval:

Manager/Supervisor	Date	Status (Approved/Denied)	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Signature

Date: _____

Manager/Supervisor Signature

Date: _____

For internal use only. Please submit this form to the HR or Payroll department after manager approval.