

OVERTIME TRACKING FORM

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1. Overtime must be authorized in writing, in advance, by the employee's supervisor.
2. Total hours worked for the week must be in excess of 40 hours.
3. Overtime worked for the day must exceed one quarter-hour (15 minutes.)

EMPLOYEE NAME	EMPLOYEE ID	SUPERVISOR NAME	DEPARTMENT

DATE	OVERTIME HOURS WORKED	OVERTIME HOURS BANKED	OVERTIME HOURS PAID OUT	REASON FOR OVERTIME	AUTHORIZATION
TOTALS					

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