

**AUTHORIZATION FOR OVERTIME  
PAYROLL SERVICES**

&DUORV %HH %OYG 68\$ +D\ZDUG )D[

Instructions: &RPSOHWH DQG VXEPLW WR 3D\UROO 6HUYLFHV 6\$ WR JHQMBWVE \$BXU,QSHJDOH WRKHFDW&D 6C  
DSSURSULDWH +ROLD\ 27 83' 21/< DQG VHOHFW 3UHPLXP RU 6WUDLJKW RYHUWLPH UDWH &DO  
\$OZD\U UHSRUW 3UHPLXP DQG 6WUDLJKW RYHUWLPH UDWHV VHSDUDWHO\

EMPLOYEE NAME	PEOPLESFT EMPLOYEE ID	RCD #	SSN (Last 4)	DEPT. ID	1 8MBER	PAY PERIOD
						ORQWK < HDU

TOTALS						
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OVERTIME HOURS HAVE BEEN WORKED AS INDICATED ABOVE

REASON FOR EXTRA HOURS/NOTES:

(PSOR\HH\V 6LJQDWXUH	'DWH	\$SSURSULDWH \$6EJQDWWUBWRU\V	'DWH
		3ULQW 1DPH	