



REQUEST FOR OVERTIME & ADDITIONAL REGULAR TIME

When approved, attach to timesheet

NAME:	POSITION:
ROUTINE HOURS WORKED PER WEEK:	PAY PERIOD:

DATE	ADDITIONAL REGULAR HOURS	OVERTIME HOURS <small>(Over 8hrs/ day or 40hrs/ week)</small>	REASON:

Employee Signature _____

Date _____

Manager Signature _____

Date _____

HR09 8-1-07



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