



UNGER CONSTRUCTION CO.

Overtime Approval Form

This form is to be used to approve all overtime. The supervisor must approve overtime PRIOR to the beginning of overtime work. The supervisor will keep the completed form in his/her file and then include it with that pay period's timesheet(s) sent to the Payroll Department.

Name of Employee: _____ Employee Payroll No: _____

Department: _____

Date of Overtime Work: _____ No. of Hours: _____

Project and/or cost code to be charged: _____

Why work cannot be completed during regular hours:

Supervisor's Approval: _____

Printed Name: _____

Date: _____