

Overtime Payroll Approval Document

Employee Information

Employee Name	_____
Employee ID	_____
Department	_____
Position	_____

Overtime Details

Date	Start Time	End Time	Total Hours	Reason/Description
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Approval

Requested By	Date	Verified By	Date	Approved By	Date
_____	_____	_____	_____	_____	_____

Important Notes:

- Ensure all overtime hours are pre-approved by the immediate supervisor or authorized personnel.
- Accurate and complete information is required for payroll processing.
- Attach supporting documents if necessary (e.g., attendance logs, task reports).
- This document must be submitted by the deadline specified by the payroll department.
- Misrepresentation of overtime hours may result in disciplinary action.