

# AUTHORIZATION FOR OVERTIME PAYROLL SERVICES

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

)D[

Instructions: &RPSOHWH DQG VXEPLW WR 3D\UROO 6HUYLEFHV 6\$ WR JHQMDWWG \$BXU,QSHUDWH WRKHFNW&D 6C  
 DSSURSULDWH +ROLGD\ 27 83' 21/< DQG VHOHFW 3UHPLXP RU 6WUDLJKW RYHUWLPH UDWH &DO  
 \$OZD\V UHSRUW 3UHPLXP DQG 6WUDLJKW RYHUWLPH UDWHV VHSDUDWHO\

EMPLOYEE NAME	PEOPLESFT EMPLOYEE ID	RCD #	SSN (Last 4)	DEPT. ID 1 8MBER	PAY PERIOD
					0RQWK <HDU
<b>TOTALS</b>					
<b>OVERTIME HOURS HAVE BEEN WORKED AS INDICATED ABOVE</b>					
<b>REASON FOR EXTRA HOURS/NOTES:</b>					
(PSOR\HH\ 6LJQDWXUH	'DWH	\$SSURSULDWH \$6EJQDWWUBWRU\			'DWH
		3ULQW 1DPH			