

# Overtime Request Form

Department of Chemistry and Biochemistry, USC

No one may be paid for overtime unless this form has been completed in advance of the overtime work. Overtime is paid only when 40 hours have been worked within one normal work week.

Employee Name: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date	Weekday	Start Time	End Time	Total Hours	Note

Please provide a justification of the work that requires more than 40 hours/week to complete.

## APPROVAL

EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE

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## Instructions

No overtime will be paid unless this form has been completed prior to overtime. In the event of an emergency the form must be completed within the week of the overtime worked. It is the responsibility of the employee to submit a signed timesheet for specific overtime work before payroll will be completed. The form will be returned to supervisor. The employee is suggested to keep a copy as record.