

# GREENVILLE PUBLIC SCHOOL DISTRICT

## OVERTIME APPROVAL REQUEST FORM

(Non-Certified Personnel Only)

No one may be paid for overtime unless this form has been completed in advance of the overtime work. Overtime is paid only when forty hours have already been worked within one normal work week. Overtime is not paid for working over eight hours in one day.

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_ JOB CLASSIFICATION \_\_\_\_\_

HOURLY RATE \_\_\_\_\_ (Completed by payroll)

Please state date(s) and time hours will be worked over a forty (40) hour work week:

DATE \_\_\_\_\_ TIME \_\_\_\_\_

Please give explanation of work that needs to be done beyond forty hours.

\_\_\_\_\_  
\_\_\_\_\_

Estimated number of hours of overtime needed: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approval of Administrator/ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Approval of Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** .....

1. No overtime will be paid unless this form has been completed prior to overtime and is attached to a completed and signed time sheet. In the event of an emergency the form must be completed within the week of the overtime worked.
2. A signed time sheet for specific overtime worked must be submitted before payroll will be completed. This is the responsibility of the employee.
3. The form will be returned to immediate supervisor.

\*By **requesting** approval for "paid overtime" work for no-certified personnel, the supervisor/department head certify that the work cannot be accomplished within the acceptable time limits during regularly schedule *hours*.

cc: Payroll Clerk, Assistant Payroll Clerk, File