SJSU | UNIVERSITY PERSONNEL

AUTHORIZATION FOR EXTRA HOURS (OVERTIME)

Instructions: *Please print using blue or black ink. Submit to Payroll Services, Building UPD, 0046.*

EMPLOYEE NAME			EMPLOYEE ID NUMBER			DEPT. ID NUMBER
DATE	**TIME OF DAY***		**HOURS FOR PAY**	**HOURS FOR CREDIT**	**CALL BACK HOURS****	**REASON FOR OVERTIME**
	FROM	**TO**				
TOTALS						
OVERTIME HOURS HAVE BEEN WORKED AS INDICATED ABOVE						
Employee's Signature	Date		Supervisor's Signature	Date	Signature for Authorization of Overtime Account	Date

* Example of time format: 10:45 am
** For Call Back Hours, indicate Premium or Straight Pay