

**SERVING CHILDREN AND ADULTS IN NEED, INC.  
 AUTHORIZATION FOR HOURLY EMPLOYEES  
 TO WORK MORE THAN 8 HOURS IN A DAY**

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE ID#:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_

***To Be Completed by Employee:***

<b>Date Worked Over 8 hours</b>		
<b>Exact Amount of Time Worked over 8 hours</b>	<b>Hours</b> _____	<b>Minutes</b> _____
<b>Reason(s) for Working Over 8 Hours:</b>		
<b>Did you call your Supervisor to get prior approval to work overtime?</b>		
_____ <b>YES</b> _____ <b>NO</b>		
<b>If No, give a detailed explanation</b> _____		
_____		
_____		

I attest that the changes requested accurately and completely reflects all time worked and that no hours were worked that do not show up in this request.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date Signed**

***To Be Completed by Supervisor:***

<b>Reason(s) for Authorizing or Disapproving more than 8 Hours of Work:</b>

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date Signed**

*Note: Disapproving doesn't mean you can deduct the time worked from the employee on the Time Management System. This issue must be immediately addressed as a disciplinary issue.*

Submit completed and signed original authorization to Human Resources Department the next business working day.