

**Non-ICB/CUPF Event**  
**Division of Maintenance and Operations**  
**Overtime Authorization Request Form**  
**For Building Service and Preventive Maintenance Employees Only**

**INSTRUCTIONS:** To request employee overtime, the employee's immediate supervisor should complete this form and submit it to DMO for approval according to directions below. An approved/signed copy shall be provided to the employee prior to use of overtime or no later than the day that overtime is used. The timekeeper's approval copy should be attached to the employee's time sheet and filed with the payroll records. All fields above the DMO section must be completed.

**Section 1: Employee Information**

Last Name <input style="width: 90%;" type="text"/>	First Name <input style="width: 90%;" type="text"/>	Employee ID <input style="width: 80%;" type="text"/>
Base School Location <input style="width: 95%;" type="text"/>	Position Title <input style="width: 95%;" type="text"/>	

**Section 2: Overtime Request Information**

Location Worked <input style="width: 95%;" type="text"/>	Overtime Hours	Comments
Start Date <input style="width: 80%;" type="text"/>	End Date <input style="width: 80%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 80%;" type="text"/>		

**Section 3: Reason For Overtime** (select the appropriate code)

Overtime Reason <input style="width: 95%;" type="text"/>
Explanation <input style="width: 95%; height: 40px;" type="text"/>

**Section 4: Submit To Your Operations Manager**

Please note that all requests for overtime shall be sent to the Operations Facilities Manager of the employee's region (Downcounty, Midcounty, or Upcounty). Please click the appropriate **Submit Form** button to the right, this form will automatically be saved in your email drafts mailbox. Look for it in your drafts folder, hit **send**, and the completed form will be emailed. Alternatively, you may save a copy of this form and email it to your operations manager.

**Section 5: M&O Manager's Approval**

**THIS SECTION IS FOR DMO USE ONLY**

Approver <input style="width: 95%; height: 50px;" type="text"/>	Overtime Pay Codes
Date <input style="width: 80%;" type="text"/>	Hours Approved <input style="width: 80%;" type="text"/>