Diocese of Sacramento — Human Resources Services OVERTIME REQUEST AND PRE-AUTHORIZATION FORM

MPLOYEE NAME:			DEPT:	
OR NON-EXEMPT E EPARTMENT ADMI				PRE-AUTHORIZED BY THE
	SCHEDU	JLE OF OVE	REASON FOR OVERTIME	
DATES OF EXPECTED OVERTIME	OVERTIME SHIFT			TOTAL
	START	END	OVERTIME HOURS REQUESTED	REQUEST
SUPERVISOR'S SIGNA	ATURE		DATE	
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			— Human Resource D PRE-AUTHORIZA	
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