

Humboldt State University

Enrollment Management

### OVERTIME AUTHORIZATION

Authorization:

- pre-authorization
- retroactive authorization (for emergencies only)

Employee name: \_\_\_\_\_ Employee id #: \_\_\_\_\_

Employee's classification and working title: \_\_\_\_\_

Department name: \_\_\_\_\_

Date(s) approved for overtime work: \_\_\_\_\_

Number of hours approved: \_\_\_\_\_

Type of compensation:

- CTO
- pay

Justification for overtime work:

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Approved by: \_\_\_\_\_  
Supervisor or Administrator signature

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

Distribution: copy to employee; original to departmental file (retain for three (3) years)