

OVERTIME FORM

Division of Finance & Accounting
Republic of Palau National Government

(1) Ministry :	(2) Bureau :
(3) Division :	

REQUEST AND AUTHORIZATION

(4) Overtime not to exceed :	(5) Period :	Charge Account:
(6) Purpose and Justification		
(7) Requesting Official (Name & Signature) :	(8) Title :	(9) Date :
(10) Approving Official (Name & Signature) :	(11) Title :	(12) Date :

Report of overtime worked as authorized. Except in emergencies, no employee may work in excess of authorized overtime without prior approval. Indicate with asterisk after employee name if compensatory time in lieu of paid overtime is elected.

(13) Name of Employee	Estimated (14) Hours	Started (15) Work	Stopped (16) Work	Actual Hrs (17) Worked	(18) Date
(19) Total Hours					