

REQUEST FOR SCHEDULED OVERTIME

Please fill out the red areas of the digital form, save, and send to the respected area's overtime coordinator, who will complete and post your request. Leave black areas blank, these are to be completed by the overtime coordinator.

DATE OF REQUEST:

**DATE/TIME BY WHICH YOU NEED TO
RECEIVE REPLIES:**

**BASED ON YTD OVERTIME SUMMARY
DATED:**

DATE(S) OF OVERTIME WORK:

IS THIS A UNIVERSITY CLOSURE DAY?

YES

NO

TIME/HOURS OF OVERTIME WORK:

**DESCRIPTION of WORK TO BE
COMPLETED:**

**CREW SIZE, TYPE and TRADE/
CLASSIFICATION**

PROJECT COORDINATOR:

WORK ORDER # or F/CC:

APPROVED BY: