

Zachary Community School District Overtime Pre-Approval Form

Instructions:

- Overtime is paid in accordance with the Fair Labor Standards Act and ZCSB Policy GBAA.
- Submit the signed form along with employee timecard to the Payroll Department for payment.
- Unauthorized overtime will not be compensated.

Employee Name	Employee ID #	Job Title	Location

Employee Regular Schedule (Start/End Time)	Funding Source	Funding Approval	Budget Code (HR/Payroll only)

Date of Overtime Work		Time of Overtime Work	
Start Date	End Date	Start Time	End Time

Explanation of Why Overtime Is Required:

APPROVAL <i>Supervisor</i>	Date	APPROVAL <i>Superintendent/HR Director</i>	Date

