

APPROVAL FOR OVERTIME

NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Name: Location:
Class or Position Title: Dept/Division:
Cost Code Number:

ACTUAL OVERTIME WORKED BEYOND REGULAR DUTY

Reason for Overtime	Dates Worked	From	To	Hours
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Total no. of Hours: Above Hours to Be: Paid
Accumulated

Submitted for Approval

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Employee

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Supervisor