

**GREAT NECK PUBLIC SCHOOLS  
AUTHORIZATION FOR OVERTIME  
PRE-APPROVAL FORM**

**ALL OVERTIME MUST HAVE PRIOR APPROVAL OF THE ADMINISTRATOR IN CHARGE**

**DIRECTIONS:**

1. Complete and submit this form to your building administrator for approval prior to working overtime.
2. Your Administrator must authorize and indicate the need for overtime.
3. Once signed by employee and Administrator please send to Assistant Superintendent for Business for processing.

**STAFF WILL NOT BE COMPENSATED FOR UNAPPROVED (UNAUTHORIZED) OVERTIME.**

**I. Employee Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee SSN/ID Number

\_\_\_\_\_  
Date(s) to work requested overtime

\_\_\_\_\_  
Number of overtime hours requested

**II. Reason for requested overtime:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**III. Certification/Authorization    Need both signatures below to process payment.**

X \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Authorizing Administrator Signature

\_\_\_\_\_  
Date

\_\_\_ Approved      \_\_\_ Not Approved