**OVERTIME SHEET**

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| **EMPLOYEE NAME** | | | | | **EMPLOYEE ID** | | **SUPERVISOR NAME** | | **DEPARTMENT** | |
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| **DATE** | | **OVERTIME HOURS WORKED** | | **OVERTIME HOURS BANKED** | | **OVERTIME HOURS  PAID OUT** | **REASON FOR OVERTIME** | | | **AUTHORIZATION** |
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| TOTALS | |  | |  | |  |  | | |  |