

California State University Dominguez Hills Foundation Overtime Request and Approval

Attach completed form to applicable timesheet

*Note: It is the policy of the Foundation not to accrue compensating time off.
All overtime will be paid at the appropriate rate in the period earned.
If unusual circumstances exist, exceptions may be requested by submitting
a written request to the Foundation Executive Director.*

Employee Name													
Employee Social Security Number													
Foundation Account Number													
Pay period ending													
Date overtime to be worked	Number of overtime hours approved												
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Reason for overtime

Approvals

Employee's Signature	Date
Supervisor's Signature	Date

FDN USE ONLY Check and complete if applicable

CTO approved, request letter and approval attached

Number of hours to be accrued as CTO

FDN #114 3/91