



**UNIVERSITY OF GUAM**  
**MANGILAO, GUAM**  
**REQUEST FOR OVERTIME EMPLOYMENT**

**From:**

**To:**

\_\_\_\_\_  
**Requesting Division Head (PRINT NAME)**

\_\_\_\_\_  
**Concurring Division Head (PRINT NAME)**

\_\_\_\_\_  
**Title and Unit**

\_\_\_\_\_  
**Title and Unit**

\_\_\_\_\_  
**Signature and Date**

\_\_\_\_\_  
**Signature and Date**

**Reason for Request** (*Identify project or activity, explain circumstances*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<i>Name of Employee</i>	<i>Position Title</i>	<i>Hourly Rate</i>	<i>Overtime Period Date</i>	<i>Overtime Period Time</i>	<i>Total Hours</i>	<i>Over Time Salary</i>
1							
2							
3							
4							
5							
<b>TOTAL</b>							

**Funds Available**  
 Account # \_\_\_\_\_

**No Funds Available**

**Payment Authorized**

**Compensatory Time Off Authorized**

**Request Disapproved**

\_\_\_\_\_  
**Certifying Officer (NAME, SIGNATURE, & DATE)**

\_\_\_\_\_  
**VICE PRESIDENT (Name, Signature, & Date)**