# OVERTIME TRACKING & REQUEST FORM

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Personnel No.</th>
<th>SIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Supervisor</td>
<td>OT Bank Balance Carried Forward</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date (DD/MM/YYYY)</th>
<th>Hours Worked (In Excess of 36.25)</th>
<th>Overtime Hours Earned (Hours Worked x 1.50)</th>
<th>OT Hours Banked</th>
<th>OT Hours Paid Out</th>
<th>Reason for Overtime</th>
<th>Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

- Overtime must be authorized in writing in advance by the employee’s supervisor
- Total hours worked for the week must be in excess of 36.25 hours (USW)
- Overtime worked for the day must exceed one-quarter hour (15 minutes)

- Please forward completed forms and all attachments to Human Resource Services (S-409)
- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please call Payroll Services at 416-287-7074 or 416-208-4704

(July 2008)