

REQUEST FOR OVERTIME APPROVAL

**OFFICE OF PLANNING AND BUDGET
270 WASHINGTON STREET, SW.
ATLANTA, GEORGIA 30334**

_____ Agency

I am requesting overtime of \$_____ (State) and \$_____ (federal) be approved for the _____ activity as follows:

(1) Purpose of Overtime:

Number of Positions	Job Classification	FLSA Status		Overtime Hourly Rate	Overtime Hours Requested	Total Cost of Overtime Hours
		Exempt	Nonexempt			
TOTAL REQUESTED					\$	

Funding of this request comes from: (Check one)

_____ (1) Current Personal Services Surplus

_____ (2) Other: _____

Requested by

Date

OPB Director/ Division Director Signature

Date

These figures are to include cost of fringes associated with the overtime hourly rate.

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Appendix 4

NOTE: Submit two copies.