

Overtime Authorization and Tracking Form

Document overtime authorization and verify correct overtime pay calculations.

Project Name:	
Contractor:	
Week Ending:	

Overtime Authorization

Overtime work is: ☐ Pre-authorized ☐ Requires approval ☐ Emergency authorization

Overtime Hours Worked

Worker Name	Classification	Regular Hrs	OT Hours	Base Rate	OT Rate (1.5x)	Total OT Pay
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$

Overtime Calculation Verification

Oregon/Federal overtime threshold: Over 40 hours per week

Oregon daily overtime: Over 8 hours per day (if applicable under contract)

Overtime calculated correctly on payroll: ☐ Yes ☐ No

If No, describe issue: _____

Authorization

Authorized By: _____ Date: _____

Title: _____

