

**Zachary Community School District
Overtime Pre-Approval Form**

Instructions:

- Overtime is paid in accordance with the Fair Labor Standards Act and ZCSB Policy GBAA.
- Submit the approved form along with green employee timecard to the Payroll Department for payment.

Employee Name	Employee ID #	Job Title	Location

Employee Regular Schedule (Start/End Time)	Overtime Funding Source	Overtime Funding Approval	Budget Code (HR/Payroll only)

Date of Overtime Work			Time of Overtime Work	
Day	Start Date	End Date	Start Time	End Time
Thursday				
Friday				
Monday				
Tuesday				
Wednesday				

Explanation of Why Overtime Is Required:

<i>APPROVAL Supervisor</i>	<i>Date</i>	<i>APPROVAL Superintendent/HR Director</i>	<i>Date</i>