

# OVERTIME SIGN-UP SHEET

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This is a sign-up sheet for overtime work to be completed on an upcoming week. If a department manager anticipates overtime work, they should fill out the Project, Task, Date, and Number of Overtime Hours sections and distribute to their team. Employees can then sign up for days, projects, and tasks for which they are willing to work overtime.

DEPARTMENT NAME	WEEK START DATE	WEEK END DATE

MANAGER NAME	MANAGER PHONE	MANAGER EMAIL

## OVERTIME OPPORTUNITY DESCRIPTION

## SIGN-UP

PROJECT NAME	TASK DESCRIPTION	TASK START DATE	TASK END DATE	NO. OF OVERTIME HOURS REQUIRED PER TASK	EMPLOYEE NAME	DATE	NO. OF OVERTIME HOURS PER EMPLOYEE SIGN-UP

## **DISCLAIMER**

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