DOE F 2220.20
(11-90)
(Previous editions are obsolete)
EFG (08-89)

U.S. Department of Energy
Washington, DC 20585

OVERTIME REQUEST AND AUTHORIZATION FOR PAYMENT

Date: _____ Block & Timekeeper _____ - _____

Office: _____ Pay Period _____ - _____

This overtime is pre-scheduled for the week ending: _____ (The work week begins @ 12:01 AM Sunday and ends Saturday @ 12:00 PM midnight.) To be entitled to night differencial on overtime for non-wage grade employees, the overtime must be scheduled in advance of the work week.

Advanced Overtime Request | **Actual Overtime Authorized For Compensation**

Employee Name	Pre-Scheduled			Explanation or Justification	Actual			Check One* Compensation	
	Date	QT Hours	Time From-To		Date Worked	OT Hours Worked	Time From- To	Payment	Comp

**Refer to DOE 3550.1A, PAY ADMINISTRATION AND HOURS OF DUTY, of 12-22-87, for determination when overtime and compensatory time off are appropriate.*

The overtime requested above conforms to DOE policy.

_____ T/A Certifying Offical _____ Date

Approval is granted for the overtime requested above to meet organizational workload.

_____ Overtime Approving Official _____ Date

I certify that the actual overtime/compensatory time reflected above is in agreement with the time sheets.

_____ T/A Certifying Offical _____ Date