SOP Template: Documentation and Approval of Overtime Assignments

This SOP details the **documentation and approval of overtime assignments** process, outlining procedures for submitting overtime requests, criteria for approval, required documentation, and record-keeping protocols. It ensures transparent, consistent management of overtime work, compliance with labor regulations, and proper compensation for additional hours worked.

1. Purpose

The purpose of this SOP is to establish a standardized procedure for requesting, documenting, approving, and recording overtime assignments, ensuring clarity, compliance, and appropriate compensation for all overtime work performed by employees.

2. Scope

This SOP applies to all employees and supervisors involved in the assignment, approval, and compensation of overtime work within the organization.

3. Definitions

Term	Definition
Overtime	Work hours performed beyond the standard working hours as defined by company policy or labor regulations.
Overtime Request Form	A document or system entry submitted by employees seeking prior approval to work overtime.
Approving Manager	Supervisor or designated authority responsible for reviewing and approving overtime assignments.

4. Responsibilities

- **Employees:** Submit overtime requests with justification prior to performing overtime work (except emergencies).
- **Supervisors/Managers:** Review, approve or deny overtime requests according to established criteria.
- **HR/Payroll:** Maintain overtime records, ensure compliance with regulations, and process compensation.

5. Procedure

1. **Overtime Request Submission:**
   - Employee completes the Overtime Request Form, providing date, duration, and reason for overtime.
   - Request must be submitted at least **[Specify timeline, e.g., 24 hours]** in advance unless in emergency situations.
2. **Review and Approval:**
   - Supervisor/Manager reviews the request, considering operational need, budget, and compliance.
   - Supervisor/Manager communicates decision (approval or denial) to the employee.
3. **Documentation:**
   - Approved requests are logged in the Overtime Register or HRIS system.
   - All supporting documents (forms, approvals, related correspondence) must be attached and filed.
4. **Overtime Execution:**
   - Employee works approved overtime hours.
   - Actual hours worked are recorded and verified against the approved request.
5. **Compensation and Record-Keeping:**
   - HR/Payroll calculates overtime pay based on verified hours.
   - Records are retained according to company policy and regulatory requirements (e.g., 3 years).

6. Criteria for Approval

- Operational necessity
- Availability of overtime budget
- Compliance with legal/labor constraints
- Employee overtime history

7. Forms & Documents

- Overtime Request Form (template attached or available in HRIS)
- Overtime Register/Logbook
- Approval/denial emails or documented decisions

8. Record-Keeping Protocols

- Maintain digital or hard copy records of all requests, approvals, and worked hours.
- Access restricted to authorized HR and management personnel.
- Retention period: [Specify duration, e.g., 3 years].

9. Compliance

All overtime assignments and records must comply with applicable federal, state, and local labor laws.

10. Revision History

Date	Version	Description	Author
[YYYY-MM-DD]	1.0	Initial SOP release	[Name/Dept]