

**Request for added hours:**

Employee name: \_\_\_\_\_

Store #: \_\_\_\_\_

Payroll ending: \_\_\_\_\_

Date sent to Supervisor: \_\_\_\_\_

Date:	Shift:	Hours (in decimals)	OT Hours (in decimals)

Reason for additional hours: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Special check needed: Yes \_\_\_\_\_ No \_\_\_\_\_