



Woodsboro Independent School District
PO Box 770
Woodsboro, Texas 78393

Overtime Request Form

(Forward Completed Form to HR/Payroll Office)

| Date Worked | Time In | Time Out | Reason for Work |
|-------------|---------|----------|-----------------|
| / | : | : | |
| / | : | : | |
| / | : | : | |
| / | : | : | |
| / | : | : | |
| / | : | : | |
| / | : | : | |

Total Hours Worked: _____

Employee Signature

Date

Principal/Supervisor Signature

Date