

Premium Pay Authorization Log

Employee Name	Date	time in	time out	Premium Pay Type*	Total Hours	Justification	Approved By

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward to the CNE/COO at the end of each Pay Period

\*OT = overtime  
DT = double time  
PL = meal or break penalty