Glenville State College
Office of Human Resources
200 High St.
Glenville, WV 26351
(304) 462-4101

EXTRA WORK HOURS APPROVAL

_____ Has been approved to work
_____ (day and time) for
_____extra hours.

_____
Immediate Supervisor **Date**

_____
Department Director **Date**

Copy to be filed with the Office of Human Resources