VPN Access Approval Form for Non-Exempt Employees

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will abide by the policies of the University regarding Time Keeping as required by the Department of Labor, Wage and Hours Laws. Any time worked by me outside of my normal scheduled hours will be approved in advance by my supervisor and will be so recorded on my time report sheet.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date