

**Overtime Authorization**

DEPARTMENT OF

**HUMAN RESOURCES**

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| **Instructions** | | | | | | | | | |
| **Effective October 2020 - Change in approval process: All overtime must now be pre-authorized by the Vice-President of your sector before the hours are worked.**  1. Overtime must be scheduled & pre-authorized by the Manager/Department Head and **Vice-President** in advance of the overtime being worked.  2. The source of funding for paid overtime must be identified prior to authorization by the Budget Unit Head. 3. Prepare one form for each employee scheduled to work overtime. 4. Complete this form the day after the overtime is worked. Fill in the actual hours worked. 5. The VP’s office Forward the original completed form to Human Resources. | | | | | | | | | |
| **Employee Information** | | | | | | | | | |
| Employee Number: | | | Employee Name: | | | | | Department: | |
| **Overtime Information** | | | | | | | | | |
| Overtime Compensation:  Time-off  Pay-out on next payroll run | | | Type of Overtime:   Scheduled  Call-Back | | | | | GL Account # for Overtime Charges: | |
| **Date** | **Weekday** | | **Start Time** | **End Time** | | **Total OT Hrs** | | **Reason for Overtime** | |
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|  | | | | **Total OT Hrs.:** | |  | |  | |
| **Authorization** | | | | | | | | | |
| Manager/Dept. Head Signature: | | | | | | | | Date: | |
| Budget Unit Head Signature: | | | | | | | | Date: | |
| Vice-President Signature: *(PVP approval received)* | | | | | | | | Date: | |
| **Payroll Use Only** | | | | | | | | | |
| Salary | | Hourly Rate | | | Overtime Rate | | Overtime Pay | | Payroll Officer |

Form Revision Date: October 20, 2020