


Instructions

1. Overtime work must be scheduled and pre-authorized by the Manager/Department Head 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. Forward the original completed form to Human Resources.

Employee Information

Employee Number:	Employee Name:	Department:
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Overtime Information

Overtime Compensation: <input type="checkbox"/> Time-off <input type="checkbox"/> Pay-out on next payroll run	Type of Overtime: <input type="checkbox"/> Scheduled <input type="checkbox"/> Call-Back	GL Account # for Overtime Charges:
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Date	Weekday	Start Time	End Time	Total OT Hrs	Reason for Overtime
Total OT Hrs.					

Authorization

Manager/Dept. Head Signature:	Date:
Budget Unit Head Signature:	Date:

Payroll Use Only

Salary	Hourly Rate	Overtime Rate	Overtime Pay	Payroll Officer
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