

Overtime Request

Approval by the Supervisor and Chair/Department Head must be obtained to allow an employee to work Overtime Hours. Approval must be obtained before any Overtime Hours are worked and will be credited as *Compensatory Hours.

Employee Name: _____

Department: _____

Dates and times employee will be required to work beyond normal work hours:

DATE(S): _____ HOURS: _____

Services to be performed: _____

Funding Source: _____

Supervisor's Approval

Date

Chair/Department Head Approval

Date

*Compensatory Hours must be taken before the Fiscal Year End. USC Payroll Office will notify the School of the last possible time card in which Compensatory Time taken can be recorded, (usually the second week in June). Human Resources will notify all departments when a definite date is known.

In rare, extenuating circumstances, compensation may be given in the form of wages. Approval must be obtained by the Associate Dean for Administration and Finance or his designee before any Overtime Hours to be paid are worked.

() Approved to Pay Overtime () Not Approved to Pay Overtime

Associate Dean for Administration
And Finance or designee

Date