



OVERTIME WORK REQUEST & REPORT OVERTIME MUST BE REQUESTED BY THE WEEK

I. Employee: _____ Employee #: _____

Overtime Reason: _____

Estimated Dates/Times: _____

Maximum Number of Extra Hours to be Worked: _____

The employee and the Vice President/Authorized Designee agree and request that the overtime be treated in the following manner (check one):

_____ Employee will receive compensatory time at 1 ½ times the rate of actual overtime hours worked.

_____ Employee will receive overtime pay at 1 ½ times his/her normal hourly rate for each hour of overtime work performed.

_____ Employee chooses to decrease hours worked in a workday later in the same workweek on an hour-to-hour basis.

Signature of Vice President/Authorized Designee
Who Determined Overtime Need and Made Request

Signature of Employee Who Agrees to Work
Overtime As Reflected Above

**Submit entire form to Business Office; overtime may not occur until the request is approved by the President and returned to the Vice President/ Authorized Designee.*

II. Business Office Verification (check appropriate statement[s]):

_____ Employee will have less than 240 hours of compensatory time accumulated after this overtime work and may receive compensatory time.

_____ Employee has accumulated 240 hours of compensatory time and must receive overtime pay.

_____ Department budget has sufficient funds available for overtime pay.

_____ Department budget does not have sufficient funds available for overtime pay.

Comments: _____

Verified by: _____

**Submit entire form to President.*

III. President Approval: _____ Date: _____

**Submit entire form to Vice President/ Authorized Designee*

IV. Actual number of hours worked beyond the normal 40-hour week or hours for which overtime compensation is appropriate (for example, working on a holiday): _____

Actual Dates/Times: _____

Vice President/Authorized Designee Signature

Employee Signature

Date

**Submit one copy, with monthly timesheet, to the Business Office and maintain a copy for the Vice President/Authorized Designee and Employee.*

ATTACH APPROVED FORM TO TIMESHEET

06/13/2017
Business Office