Form Preparation

Prior written approval (of the department head or other individual designated by the dean or vice-president) must be secured using the Overtime Usage Request and Authorization Certification of Performance of Overtime Form (Form FR 30-1-73) before the employee is directed or permitted to perform overtime. Instructions for preparation of the form are printed on the form. The form must be prepared for time worked over eight hours in a single work day unless the employee and the supervisor have mutually agreed to balance these excess hours with time off during the same work week or the employee is normally scheduled for less than a forty-hour work week and the excess hours on a single work day do not bring the total hours for the work week above forty hours.

Charging Overtime When Working in Two or More Departments

Classified employees whose job classifications entitle them to overtime compensation are to be paid overtime compensation for all time worked over forty hours in a work week and for which no compensatory time off is granted during the pay period (month), whether the excess hours result from work in a single department or work in two or more employing departments combined. It is the responsibility of the department to instruct employees that they are not to work for another department without the permission of both employing departments. Each department should coordinate with other departments sharing the services of an employee to ensure that overtime is properly recognized and compensated. Overtime for employees working in more than one department should be reported by and will be charged to the department where the hours over forty are actually worked (the last hours worked in the week).

Reporting to Payroll

All overtime worked must be reported to payroll on the Hourly Timesheet in order to secure payment.