

REQUEST AND AUTHORIZATION

 OVERTIME

 HOLIDAY

1. Name: _____

2. SSN: _____

3. Dept. _____

4. Dept. No. _____

5. Pay period ending date: _____

 6. Employment Status exempt non-exempt

7. REQUEST AND APPROVAL SIGNATURES

_____ Date _____ Supervisor _____ Date _____
 Employee Date Supervisor Date

8. REGULAR TOUR OF DUTY – Enter date, your regular work schedule, i.e. 8 – 12:00 and 1 – 5 pm, also indicate your lunch break, the number of hours you are scheduled to work each day, and your regular days off. **Do not** include overtime information here.

	SAT	SUN	MON	TUES	WED	THURS	FRI
Date:							
Schedule: From – To							
Lunch							
From - To							
Total Hrs:							

9. ACTUAL WORK PERFORMED – Enter hours actually worked. If applicable, enter holiday worked in Date column.

	SAT	SUN	MON	TUES	WED	THURS	FRI
Date:							
Schedule: From – To							
Lunch							
From - To							
Total Hrs:							

10. TOTAL HOURS ACTUALLY WORKED IN THE WORK WEEK ABOVE _____

11. COMPENSATION

Account Number: _____ 1210/1212

Check method of compensation

 Cash Payment

 Compensatory Time

 Holiday Pay

Check one/indicate no. of hours

 Straight Time _____ hrs.

 Time and a Half _____ hrs.

 Double Pay _____ hrs.

 Comments: _____

12. CERTIFICATION – We certify that the above employee worked the hours indicated and is entitled to compensation. We also certify that the sufficient funds are available.

_____ Date _____ Supervisor _____ Date _____
 Timekeeper Date Supervisor Date

For Payroll Use

For Contract/General Accounting Use

Previous CT Balance: _____
 Total hours worked: _____ x 1.0 = _____
 Total hours worked: _____ x 1.5 = _____
 New CT Balance: _____ Date: _____

Funds Available yes no
 Signature _____
 Title _____
 Date _____