

Instructions – Authorization for Extra Hours (Overtime)

This form is required to authorize payment of extra hours worked (overtime). Any payment of overtime hours cannot be claimed as CTO. This form must be completed in conjunction with the monthly Absence and Additional Time Worked Report. Please note that the employee's supervisor must approve all overtime worked in advance.

Personal Information

Employee Name – Enter the employee's first, middle initial and last name.

Employee ID – Enter the employee's Oracle/PeopleSoft nine (9) digit ID number.

RCD # - Enter the employee's job record number.

SSN (Last 4) – Enter the employee's last four numbers of their social security number.

Dept. ID Number – Enter the employee's Oracle/PeopleSoft five (5) digit department ID.

Extra Hours Worked

Date – Enter the date (mm/dd/yy) the employee worked overtime hours.

Time From / Time To – Enter begin and end times of extra hours worked.

Extra Hours Worked – Enter the total hours worked for the date indicated. Hours should be recorded in no less than 1/4 hour increments, i.e., 1.25 or 1.5.

Call Back Hours – For extra hours reported, indicate whether they are Call Back Hours. Refer to the employee's collective bargaining agreement.

P / S / SZ – For extra hours reported, indicate whether they are subject to Straight or Premium pay. Use SZ to report hours worked up to 40 hours during a furlough week. Refer to the employee's collective bargaining agreement.

Certification of Extra Hours Worked

Reason For Extra Hours – Brief statement explaining the reason for extra hours.

Authorization of Overtime Account – Signature of the appropriate administrator that oversees the department, division, or college. Leave blank if the approver is the same as the supervisor.

Employee's Signature/Date – The employee certifies that the information reported on this form is true and accurate.

Supervisor's Signature/Date – The employee's supervisor certifies that the information reported on this form is true and accurate.

Completed forms should be submitted to Payroll Services, WA 675, no later than 10:30am on the first business day following the end of the pay period.