



CAL STATE EAST BAY

HUMAN RESOURCES & PAYROLL SERVICES

AUTHORIZATION FOR EMERGENCY PAY & OVERTIME

PAYROLL SERVICES

25800 Carlos Bee Blvd SA 2600 Hayward, CA 94542

510-885-3651/ Fax 510-885-2758

Instructions: Complete and submit to Payroll Services, SA 2600 to generate pay. Indicate the Date, Start and End times, total hours per day, check Call Back when appropriate, Holiday OT (UPD ONLY), and select Premium or Straight overtime rate. *Call Back hours should be reported on two lines when two rates apply. Always report Premium and Straight overtime rates separately. Emergency Pay applies to CSUEU and Teamsters 2010 employees only.

EMPLOYEE NAME		PEOPLESOFT EMPLOYEE ID	RCD #	SSN (Last 4)	DEPT. ID NUMBER	PAY PERIOD		
						MT ÆYYY		
Date	Time of Day		Total Hours	Call Back Hours*	Holiday OT (UPD Only)	Select Overtime Rate OR Emergency Pay	Special Notes:	
	Start	End						
TOTALS								
OVERTIME HOURS HAVE BEEN WORKED AS INDICATED ABOVE								
REASON FOR OVERTIME OR EMERGENCY HOURS/NOTES:								
Employee's Signature				Date	Appropriate Administrator's Signature			Date
					Print Name			