



# CAL STATE EAST BAY

HUMAN RESOURCES & PAYROLL SERVICES

## AUTHORIZATION FOR 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.

EMPLOYEE NAME		PEOPLESOFT EMPLOYEE ID	RCD #	SSN (Last 4)	DEPT. ID BI MBER	PAY PERIOD		
						Month:                      Year:		
Date	Time of Day		Total Hours	Call Back Hours*	Holiday OT (UPD Only)	Overtime Rate: Premium OR Straight	Special Notes:	
	Start	End						
<b>TOTALS</b>								
<b>OVERTIME HOURS HAVE BEEN WORKED AS INDICATED ABOVE</b>								
<b>REASON FOR EXTRA HOURS/NOTES:</b>								
Employee's Signature				Date		Appropriate Administrator's Signature		Date
						Print Name		