

DIVISION OF NATURAL SCIENCES

Request for Overtime or Additional Time – for Non-Exempt Employees (Except CX)

Section I: [To be Completed by Supervisor and Employee]

Employee's Name _____ Title: _____

This is a request for:

OVERTIME (over 40 hrs/wk) – See Employee Signature (shaded section) below for information regarding compensation for overtime.

ADDITIONAL TIME (for part-time staff to increase hours but remain below 40 hrs/wk) -- This time must be compensated with pay.

- This request is for the period beginning ____/____/____ through ____/____/____
 - Average overtime/additional hours expected to be worked each month _____
 - Total overtime/additional hours expected to be worked for the entire period _____
 - If compensating with time off, indicate when it is expected that time off will be taken. (Divisional preference is that comp time be used within 6 months of accrual). _____
- Justification for overtime/additional time. _____

For budgetary reasons, it is the division's preference to compensate overtime worked with compensatory time off; however, employees will be paid for overtime if there is no agreement for compensatory time off.

Employee agrees to being compensated with comp time off - Yes No

Employee Signature: _____ Date: _____

APPROVED: _____ / _____
Supervisor's Signature Date

SUBMIT THIS REQUEST TO THE NATURAL SCIENCES BUSINESS OFFICE

Section II: [For Business Office Use]

Balances as of ____/____/____ Comp time: _____hours Vacation: _____hours

Personnel Program: RX TX SX K7 PPSM (Non-Represented employees)

Accountant approval (initials): _____ (Research Accountants see all requests; Divisional Accountants see only those for additional time or overtime for pay).

Divisional Office Signature: _____ Date: _____

Date copies of approved form returned to supervisor and employee: ____/____/____

Retain original and, record on Payment Record record in TMS file with T&A records

Notes to supervisor and employee after divisional concurrence:

- 1) Comp time off *balance* should not exceed _____ hours at any time during this period.
- 2) The division's preference is that comp time be used within 6 months of accrual.
- 3) When scheduling time off, please use comp time prior to using vacation (unless vacation is at maximum).
- 4) If this request covers an extended period (e.g., 6 months), supervisory approval is always required in advance of actually working any overtime.
- 5) Other conditions _____