



SPECIAL INSTRUCTIONS:

- All overtime **MUST** be approved in advance by your supervisor.
 - Use the Overtime Request Log to transfer approved worked hours to the Weekly Overtime Sheet for payment.
 - If Funded from Operational keep the log at your site for your records.
 - If Funded from Federal contact Grant Management Department, they have different log sheets and deadlines.
 - **DO NOT** use this overtime sheet for stipend payments or if exempt from overtime.
 - **NO COPIES, FAXES or SCANNED ACCEPTED, MUST BE ORIGINALS.**
 - Employees will receive regular rate if leave is used or if there is a holiday within the workweek until 40 hours is worked, pay code is 010.
 - Employees will receive one and one half times rate of pay when worked over 40 hours in a workweek, pay code is 012.
- Most employees' Schedule may be found on their preprinted "Semi-Monthly Absence Sheet." Hourly employees do not have schedules.

OVERTIME REQUEST

I request _____ **OVERTIME HOURS**

SCHEDULE	FOR THE WEEK ENDING (Month, Day, Year)		LOCATION No.				
			LOCATION NAME				
WORK PERFORMED							
EMPLOYEE No.	EMPLOYEE'S NAME "PRINTED"						
ENTER DATE							
	SAT	SUN	MON	TUE	WED	THU	FRI
CODE							
HOURS							
CODE							
HOURS							
WRITE IN HOURLY RATE (if different from regular hourly rate)							

Cost Account	
Company	
Account Unit	
Account	
Sub Account	

I acknowledge and agree that I worked these hours submitted and understand that the amounts paid in this request are subject to adjustment based on auditing per APS, Grant, and Legislative guidelines. I further acknowledge that I have not violated any policy against working unauthorized overtime, I declare that the foregoing is true and correct under penalty of perjury.

Employee's Name "PRINTED"

Employee's Signature

Supervisor's Name "PRINTED"

Supervisor's Signature

Control Agent's Name "PRINTED"

Control Agent's Signature