INSTRUCTION FOR COMPLETING REQUEST AND AUTHORIZATION FORM

OVERTIME AND HOLIDAY PAY

The request and authorization for must be completed for any week that an employee is scheduled to work overtime or on a holiday. Please fill in all information that applies.

1. Enter employee name – last name, first name.

2. Employee's AB (Address Book) Number.

3. Employee's department name.

4. Employee's department number.

5. Enter the pay period ending date within which the work was performed.

6. Employee's employment status – check one.

7. Employee and Supervisor's signature and date. This should be completed prior to work being performed. This will verify that work is required and authorization and that the employee is aware of the assigned work.

8. This is the employee's regular tour of duty. Enter the date, the employee's regular work schedule. For example, 7 am – 12 pm and 1 pm – 4 pm, lunch break 12 pm – 1 pm, the regular days off, and enter the number of hours the employee is regularly scheduled to work each day of that week.

9. Enter the hours the employee actually worked – the dates (the holiday worked can be entered here, if applicable), the work schedule and the number of hours worked each day.

10. Enter the total number of hours actually worked in the work week.

11. Check the method and form of compensation the employee is to receive. Enter the number of hours employee is to be compensated at that rate, i.e., time and half for 5 huors. Please make any comments you feel are necessary regarding hours worked or the type of compensation an employee is to receive.

12. The timekeeper and supervisor certify by their signature that the employee did work and is entitled to compensation and that funds are available.