

ALABAMA STATE UNIVERSITY
Compensatory/Overtime Request Form
(NON-EXEMPT EMPLOYEES ONLY)

SECTION I - ADVANCE APPROVAL

(THIS SECTION MUST BE COMPLETED BEFORE OVERTIME/COMPENSATORY HOURS HAVE BEEN WORKED)

Employees may accrue a maximum of 240 hours of compensatory time. Once employees accrue the maximum of 240 hours of compensatory time, they must be paid for overtime work. Compensatory time should always be requested until an employee has accrued 240 hours. Where funds are available, exceptions may be authorized by the Business and Finance department. The University and supervisors have the authority to control the use and payout of compensatory time.

Date: _____

Name of Employee: _____ Department: _____

Employee Number: _____

Approximate Number of Hours in Excess of (40/Week) Approved to Work: _____

- () Call Back Hours: _____ x 1.5 = _____ x hourly rate _____ Cost = \$ _____
- () Overtime Pay Hours: _____ x 1.5 = _____ x hourly rate _____ Cost = \$ _____
- () Compensatory Time Hours: _____ x 1.5 = _____ total hours
- () Straight Time (ex. working on a holiday): _____ hours x hourly rate _____ Cost = \$ _____
- () Funds have been secured from a non ASU source.

Date(s) From _____ To _____ Include Holiday ____ Yes ____ No

Account Number to be Charged: (Required) _____ Estimated Cost \$ _____

Name of Event _____ ASU Event ____ Non ASU Event

Justification for Overtime/Compensatory Time: _____

APPROVAL

Immediate Supervisor: _____ Date _____

Cost Center Mgr./Dept Head: _____ Date _____

Area Vice-President: _____ Date _____

Business and Finance: _____ Date _____

SECTION II - VERIFICATION OF ACTUAL OVERTIME/COMPENSATORY HOURS

WORKED (Attach to Payroll Certification Prior to Submission for Payment).

ONLY UPON VERIFICATION SHOULD THIS COMPENSATORY/OVERTIME FORM BE SUBMITTED TO PAYROLL

Number of Overtime/Compensatory Hours Worked: _____

Total Cost: \$ _____ Immediate Supervisor's Signature: _____

Authority: Non-Academic Staff Handbook, Section 3.1.3 -- No supervisor is authorized to permit a non-exempt employee to earn overtime/compensatory time without prior approval of the Immediate Supervisor, Area Vice-President and the Vice President for Business and Finance or their designees.