

COLORADO STATE UNIVERSITY – PUEBLO

Overtime Request and Authorization

It is the practice of the University to provide compensatory time off at a rate of 1.5 times the actual hours worked over 40 in a standard workweek. However, supervisors may make monetary payments through regular payroll with Dean, Director or Appointing Authority approval. All overtime, whether paid in time or monetarily, must be paid within four (4) months of the end of the pay period in which it was earned. Any time an employee earns and is owed in excess of 60 compensatory hours, all hours over the 60 must be paid in the next regularly scheduled pay period. Unused comp time at the time of termination or transfer to another department must be paid at that time. **Only those positions designated as non-exempt are eligible for overtime compensation in pay or time off.**

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| Requested By (Supervisor): | Date of Request: |
| Department: | Cost Center #: |
| Employee who will be working the requested overtime: | PID: |
| Reason for Request: | |
| Method of Compensation (Mark appropriate method): <div style="display: flex; justify-content: space-between; margin-top: 10px;"> COMPENSATORY TIME: _____ CASH OVERTIME PAYMENT: _____ </div> | |
| OVERTIME REQUESTED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Date(s) _____ # of Hours (estimated) _____ </div> | |
| APPROVALS FOR REQUESTED OVERTIME: <div style="margin-top: 10px;"> Employee Signature _____ Date: _____ Approved by _____ Date: _____ <div style="text-align: center; font-weight: bold;">Immediate Supervisor or Designee</div> Approved by _____ Date: _____ <div style="text-align: center; font-weight: bold;">Dean, Director, or Appointing Authority</div> </div> | |
| OVERTIME ACTUALLY WORKED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Date(s) _____ # of Hours _____ </div> | |
| VERIFICATION OF HOURS WORKED: <div style="margin-top: 10px;"> My signature below certifies that the overtime hours actually worked as shown above are accurate and true: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Immediate Supervisor or Designee Signature Date </div> </div> | |

INSTRUCTIONS:

1. The use of overtime must be authorized in advance of the actual overtime hours to be worked. In those cases when this is not possible, such as last minute assignments or emergencies, the overtime hours worked must be approved by the immediate supervisor and Dean, Director or Appointing Authority as appropriate, even if it is after the fact. Appointing Authority signature is required when the immediate supervisor is a Dean or Director.
2. Overtime is unauthorized and may result in corrective or disciplinary action unless approved by BOTH the supervisor and Dean, Director or Appointing Authority as appropriate.
3. To request the use of overtime, the supervisor should complete this form showing the date(s) the overtime is to be worked and the anticipated maximum hours needed. The method of compensation is to be indicated and the employee must sign the form as agreement to the compensation method prior to working the overtime. After the overtime request has been approved by the required parties, the original of this form should be retained by the supervisor until the overtime is actually worked.
4. After the overtime is worked, the supervisor completes the overtime actually worked section of this form and certifies the number of hours by signing the verification section.
5. After completing the authorization form, it will be forwarded to Human Resources for appropriate processing and tracking.