

Monthly Request for Overtime Compensation (LEAVE HOURS) for Non-Exempt Personnel

UNIVER	SITY						
			Department/Unit: _				
Employee Name:		Title					
Employee's A-N	Last		First				
Supervisor Name: Last First			First		Pay Period:	/41-	Year
Instructions: The of overtime pay. the employee we Calculate the subleave hours earned Record for Non-	is must be compled Document the date or that date of compensed. The <i>Personne</i>	eted and s e (month a e and mu atory leav l Action I el Form m	ubmitted for non-exer and year) and number altiply the total number we hours earned per we form indicating the cust be submitted to the	of overtime hours (e.g. er of overtime hours eek to determine the mumber of compensate the Office of Human I	we overtime comp g., hours in excess worked per day be nonthly grand tota tory leave hours	ensatory last of forty (4 or one and of overtice)	eave hours in lieu 40) per week) that d one half (x1.5) me compensatory and <i>Monthly Time</i>
WEEK 1	No. of	x 1.5	Overtime	WEEK 4	No. of	x 1.5	Overtime
Date	Overtime		Comp. Leave	Date	Overtime		Comp. Leave
(Mo/Yr)	Hours		Hours Total	(Mo/Yr)	Hours		Hours Total
Sun.		x 1.5		Sun.		x 1.5	
Mon.		x 1.5		Mon.		x 1.5	
Tues.		x 1.5		Tues.		x 1.5	
Wed.		x 1.5		Wed.		x 1.5	
Thurs.		x 1.5		Thurs.		x 1.5	
Fri.		x 1.5		Fri.		x 1.5	
Sat.		x 1.5		Sat.		x 1.5	
	TOT	AL HOUR	S:		TOT	AL HOUR	S:
WEEK 2 Date (Mo/Yr)	No. of Overtime Hours	x 1.5	Overtime Comp. Leave Hours Total	WEEK 5 Date (Mo/Yr)	No. of Overtime Hours	x 1.5	Overtime Comp. Leave Hours Total
Sun.		x 1.5		Sun.	110415	x 1.5	
Mon.		x 1.5		Mon.		x 1.5	
Tues.		x 1.5		Tues.		x 1.5	
Wed.		x 1.5		Wed.		x 1.5	
Thurs.		x 1.5		Thurs.		x 1.5	
Fri.		x 1.5		Fri.		x 1.5	
Sat.		x 1.5		Sat.		x 1.5	
TOTAL HOURS:				L	TOT	AL HOUR	S:
WEEK 3 Date (Mo/Yr)	No. of Overtime Hours	x 1.5	Overtime Comp. Leave Hours Total	MONTHLY TOTAL OF COMPENSATORY LEAVE HOURS EARNED: APPROVALS:			
Sun.	IIVUI 5	x 1.5		ALLKUVAL			
Mon.		x 1.5		[1] Employee Date			
Tues.		x 1.5		[1] Employee Date			
Wed.		x 1.5		[2] Supervisor Date			
Thurs.		x 1.5		[] ~ F			-
Fri.		x 1.5		[2] Human D	OUT		Doto
Sat.		x 1.5		[3] Human Res	ources		Date
Sat.	ТОТ	AL HOUR	<u>S</u> .				
	101	L HOUR		[4] Payroll*			Date

Banner System.

*Approval of form and recordation of compensatory leave hours in