

ADMINISTRATION & FINANCE Payroll Office

Overtime Request for Exempt Employees

Note: Exempt employee's primary duties include work requiring the exercises of discretion and independent judgement; or customarily and regularly directs two or more other employees; or the so-called "learned" professions such as medicine, law, accounting, engineering, etc., or artistic professions and architects or degreed urban planners, etc. Non-exempt employees, regardless of duties; working "blue collar" supervisors who do not "primarily" manage; clerical and technician type work, etc. Employees in "exempt" positions shall not perform more than 20% or 8 hours a week (40-hour work week) of non-exempt type work. When this time is exceeded during the work week, the exempt employee becomes eligible for OT or CTO.																	
Name	Payperiod	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	TOTAL HOURS	
Duties and Responsibilities:																	
Comments:																	
Total Hours: () Funds Avail						able			() Pa	ayment	Author	rized				
Hourly rate x 1.5			Account #							() Compensatory Time Off Authorized							
Total Amount :	()	() No Funds Available						(() Request Denied								
Supervisor's Certification		Department Certifying Officer								Department's Vice President							

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