

SECTION 4 – COMPENSATION FOR OVERTIME & FINAL APPROVAL

Employees will be compensated for approved overtime performed in any consecutive 8 week period as outlined in the following table:

No. of OT Hours Worked	Column 1: Time off Credits (Lieu Days)	Column 2: Additional Time Off Credits (Lieu Days) or (Pay Days)	Total Hours Worked from Page 1: _____ Compensation: No. Days in Lieu _____ No. Days Payment _____ Final Approval: _____ Employee Signature _____ Date _____ Supervisor Name (print) _____ Supervisor Signature _____ Date
0-35	0	0	
36-40	1	0	
41-45	2	0	
46-50	3	0	
51-55	4	0	
56-60	5	0	
61-65	6	0	
66-70	7	0	
71-75	7	1	
76-80	7	2	
81-85	7	3	
86-90	7	4	
91-95	7	5	
96-100	7	6	
Additional 5		1	

SECTION 5 – HUMAN RESOURCES/PAYROLL

Verified by: HR _____ Payroll _____
 Date _____ Date _____

PROCEDURES FOR COMPLETION OF MANAGEMENT OVERTIME REPORTS

1. It is the responsibility of the employee to ensure all required fields in Sections 1, 3 & 4 are completed prior to submission to HR.
2. Forms received without all necessary information will not be processed for payment or for banking if lieu time.
3. All time must be pre-approved by the applicable Supervisor prior to work commencing.
4. SECTION 1 – PRE-APPROVAL
 - To be completed by employee in consultation with supervisor
 - Required fields – all those from “Name” to “Supervisor Signature and Date”
 - The purpose of this section is to provide information agreed upon by the employee and his/her supervisor pertaining to the dates, total number of hours to be worked, etc.
5. SECTION 2 – SUPERVISOR/ORGANIZATIONAL BUDGET ANALYST USE
 - To be completed by supervisor in consultation with Organizational Budget Analyst (OBA)
 - Required fields – all
 - The purpose of this section is to provide the budget information for the cost incurred in the payment or banking of lieu time involved for this report. The OBA, in consultation with the supervisor or budgeting department, as necessary, will ensure the cost is charged to the appropriate department.
6. SECTION 3 – RECORD OF ACTUAL TIME WORKED
 - To be completed by employee as time is worked
 - Required fields – all
 - Each date/day must be entered individually and must be within an eight-week period and within the dates noted in Section 1
 - Details of work performed must be completed
 - Actual time worked must reflect the time of day and must be outside the employee’s normal working hours, ie 7:00pm to 9:30pm
 - Actual number of hours must be equal to the time span worked, ie for above...2.5 hours
 - Total hours worked must not exceed the total approved in Section 1
7. SECTION 4 – COMPENSATION FOR OVERTIME AND FINAL APPROVAL
 - To be completed by employee and supervisor
 - The number of hours must not exceed the total approved in Section 1
 - Indicate the number of days lieu and/or payment in accordance with the compensation grid provided
 - Employee and supervisor will sign and date the report
 - The report should now be submitted to Human Resources for processing
 - It is acceptable to FAX the report if your work location does not have an on-site Human Resources office; however, the ORIGINAL REPORT MUST BE MAILED TO HR WITHIN 2 WORKING DAYS of the date it was signed.
8. SECTION 5 – HUMAN RESOURCES/PAYROLL
 - To be completed by Human Resources clerk and forwarded to Payroll clerk
 - Role of Human Resources Clerk:
 - Verify all required information is completed
 - Verify the dates worked and the total number of hours are within an eight-week period and within those approved in Section 1.
 - Verify the actual time worked is outside the employee’s normal work hours
 - Verify the actual number of hours accurately reflects the time indicated in “Actual Time Worked”
 - Verify the dates submitted and period worked do not overlap with any previous reports received