

OVERTIME INSTRUCTIONS

All overtime must be pre-approved in advance by the Director and Cabinet before work is performed. Consequences of non-compliance can include suspension without pay of the administrator, director or supervisor who allowed employee to work overtime.

The following original documents must be submitted to the Payroll Department in unison:

- 1) **Employee Overtime Log - per employee who is claiming overtime.**
- 2) Copies of documentation (timecards, punch cards, sign in/out logs, etc.) that reflects the hours the employee worked that qualified them for overtime pay must be submitted with the Overtime Log for
- 3) **Overtime Log must have Director and Cabinet approval before submittal to Payroll.**

Due to the influx of forms Payroll receives, all overtime **documents are to be submitted at the end of each month and not sooner.**

Documents must be complete and together for that month. Do not submit half of the documents now, and the other half later. Overtime logs submitted without documentation will not be processed until documentation is provided.

Comp Time is not allowed. If an employee works overtime, it must be submitted to Payroll for payment.

EMPLOYEE OVERTIME LOG

Print Name (Last, First)

(i.e. football game, back to school night, year-end closing, graduation ceremonies, etc.)

Duties:

- Overtime will be delayed until steps 1 through 3 have been met.**

Total Hours

Date _____

Date _____

PRE-APPROVAL FOR ALL OVERTIME

Date _____

Date _____