Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Org: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An employee’s supervisor must approve overtime in advance. The workweek at Red Rocks Community College is Saturday – Friday. Only work time hours a non-exempt employee works in excess of forty hours during the workweek are eligible for overtime. Work time means employees are “suffered or permitted to work”. No leave time (administrative, annual, sick, etc.) will be used in the calculation of overtime (with the exception of employees designated under 3-36).

Each supervisor has the option of using cash payment or compensatory time off to compensate overtime work performed by eligible employees. The rate of compensatory time off will be calculated at one and one half (1 ½) times actual overtime hours worked.

Please complete the following for each week overtime occurs. Please note: overtime payout schedules do not always align with the monthly timesheet schedule. Refer to the below table for specific date range information. Please submit only one form per overtime period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week Beginning (Saturday)** | **Week Ending (Friday)** | **Hours Worked** | **Leave Time Used** | **TOTAL HOURS** | **Eligible Overtime** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize overtime payout for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours and/or compensatory time for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Monthly Payroll ID | Dates Worked | Signed OT Forms Due to HR | OT Pays Out On/Comp Time Available |
| MN01 2022 | 11/27/2021 – 12/31/2021 | 01/07/2022 | 01/31/2022 |
| MN02 2022 | 01/01/2022 – 01/28/2022 | 02/07/2022 | 02/28/2022 |
| MN03 2022 | 01/29/2022 – 02/25/2022 | 03/07/2022 | 03/31/2022 |
| MN04 2022 | 02/26/2022 – 03/25/2022 | 04/07/2022 | 04/29/2022 |
| MN05 2022 | 03/26/2022 – 04/29/2022 | 05/07/2022 | 05/30/2022 |
| MN06 2022 | 04/30/2022 – 05/27/2022 | 06/07/2022 | 06/30/2022 |
| MN07 2022 | 05/28/2022 – 06/24/2022 | 07/07/2022 | 07/29/2022 |
| MN08 2022 | 06/25/2022 – 07/29/2022 | 08/07/2022 | 08/31/2022 |
| MN09 2022 | 07/30/2022 – 08/26/2022 | 09/07/2022 | 09/30/2022 |
| MN10 2022 | 08/27/2022 – 09/30/2022 | 10/07/2022 | 10/31/2022 |
| MN11 2022 | 10/01/2022 – 10/28/2022 | 11/07/2022 | 11/30/2022 |
| MN12 2022 | 10/29/2022 – 11/25/2022 | 12/07/2022 | 12/30/2022 |
| MN01 2023 | 11/26/2022 – 12/30/2022 | 01/07/2023 | 01/31/2023 |