



Request and Authorization for Overtime

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

FOR HR USE ONLY RECEIVED (Date/Initials): _____ ENTERED/PROCESSED: _____ OT Payout PROCESSED _____ PEALEAV UPDATED _____			
--------------------------------------------------------------------------------------------------------------------------------	--	--	--