**Overtime and/or Compensatory Time Authorization Process**

Overtime is any hours worked in excess of forty (40) hours in the seven (7)-day work week. The work week for PIN employees is Wednesday through Tuesday of the following week. The work week for Contingent employees is Thursday through Wednesday of the following week. All hours worked and paid in excess of forty (40) in a work week must be pre-approved by the employee’s supervisor. Hours worked include paid sick, annual, holiday, administrative and personal leave.

When an employee is scheduled for or performs overtime, the ***Overtime & Compensatory Time Authorization form*** is completed.

**Part One**

1) The employee completes the top section of ***Part One*** of the form and forwards it to the supervisor for approval.

At the request of the employee and subject to management approval, overtime may be compensated in the form of compensatory time off. The supervisor may approve the overtime hours for either overtime pay or compensatory time. Both overtime pay and compensatory time is paid at time-and-a-half (1 ½) for each hour of overtime.

2) The supervisor approves/disapproves the request and records the account code. If the employee elected compensatory time and the supervisor approves this request, the supervisor also records the pay period ending (PPE) date by when the compensatory time must be used.

Earned compensatory time shall be used no later than two pay periods following the pay period in which the compensatory time was earned. Compensatory time not used within this period will be converted into overtime pay.

**If the supervisor approves compensatory time, he/she will be responsible for scheduling the earned compensatory time. The Leave Request Form should be used for this purpose. Additionally, if the earned compensatory time is not taken by the designated PPE date, the supervisor is responsible for the processing of the overtime pay.**

3) The supervisor forwards the form to the appropriate department manager/VP (as required) for approval with the actual hours of overtime/compensatory time.

4) The department manager/VP forwards form to the timekeeper for final processing (if applicable). If the employee is a non-swiper, the form is forwarded directly to Payroll, with a copy to the employee and one copy to the file.

5) If applicable, the timekeeper records on the form the PPE date the hours were processed for and the actual hours of overtime, and ensures the time is recorded accurately in the ADI system (i.e., when compensatory time is approved, the time sheet must be manually updated to show compensatory time earned at a rate of one-and-a-half times the overtime hours). The timekeeper then forwards the original form to Payroll, with a copy to the employee and one to the file. ***If compensatory time was elected***, the supervisor should also receive a copy of the form.

**NOTES:** for Payroll to be able to process approved overtime,

* for PIN employees: the Overtime & Compensatory Time Authorization form must be received in Payroll no later than 10 am Wednesday morning following the completion of the pay period.
* For Contingent II employees: the Overtime & Compensatory Time Authorization form must be received in Payroll no later than 10 am Thursday morning following the completion of the pay period.

6) Payroll processes approved overtime. When compensatory time is selected, the form is filed.

When the approved compensatory time is not taken by the designated PPE date, ***Part Two*** ofthe **original form** is completed

**Part Two**

1) The supervisor completes the ***Unused Compensatory Time*** section of Part Two of the copy of the original form:

* # of Hours of Unused Compensatory Time to be paid in Regular Hours
* PPE date during which the Compensatory Time is to be paid

After initialing and dating the section, the form is forwarded to the timekeeper (if applicable) for submission to the Payroll office. The timekeeper confirms the Unused Compensatory Time to be paid by initialing the form before forwarding to Payroll. If the employee is a non-swiper employee, the supervisor forwards the form directly to Payroll for processing. A copy of the form is kept in the department with the payroll records.

2) Payroll processes the Compensatory Time as Regular Hours.