

COMPENSATORY/OVERTIME REQUEST FORM (NON-EXEMPT EMPLOYEES ONLY)

Section I – Advance Approval

(This section must be completed before overtime/compensatory hours have been worked.)

Employees may accrue a maximum of 240 hours of compensatory time. They must be paid for overtime work. Compensatory time should always be requested until an employee has accrued 240 hours. Where funds are available, exceptions may be authorized by the Business and Finance department. The University and supervisors have the authority to control the use and payout of compensatory time.

Please note: Some departments have specific blackout periods during the year. If this is applicable, time off will not be granted during the time frame (consult your supervisor for details).

Name of Employee _____ Employee Number _____

Date _____ Department _____

Approximate Number of Hours in Excess of 40/Week Approved to Work _____

☐ Call Back Hours _____ x 1.5 = _____ x hourly rate _____ = Cost \$ _____

☐ Overtime Pay Hours _____ x 1.5 = _____ x hourly rate _____ = Cost \$ _____

☐ Compensatory Time Hours _____ x 1.5 = _____ total hours _____

☐ Straight Time (excluding working on a holiday) _____ hours x hourly rate _____ = Cost \$ _____

☐ Funds have been secured from a non ASU source _____

Date(s) From _____ To _____ Include Holiday? ☐ Yes ☐ No

Account Number to be Charged (Required) _____ Estimated Cost \$ _____

Name of Event _____ ☐ ASU Event ☐ Non ASU Event

Justification for Overtime/Compensatory Time _____

APPROVAL

Immediate Supervisor _____ Date _____

Cost Center Manager/Dept. Head _____ Date _____

Area Vice President _____ Date _____

Business and Finance _____ Date _____

Section II – Verification of Actual Overtime/Compensatory Hours Worked

(Attach to payroll certification prior to submission for payment.)

Only upon verification should this compensatory/overtime form be submitted to payroll.

Number of Compensatory/Overtime Hours Worked _____ Total Cost \$ _____

Immediate Supervisor's Signature _____

Authority from Academic Staff Handbook, Section 3.1.4(g): No supervisor is authorized to permit a non-exempt employee to earn overtime/compensatory time with prior approval of the immediate supervisor, area vice president and the vice president for Business and Finance or their designees.

Effective June 8, 2008. This form supersedes all other overtime forms. (Form updated September 2004)

Sample Form For Exempt Overtime

**United States. Congress. House.
Committee on Appropriations.
Subcommittee on the Departments of
Commerce, Justice, and State, the
Judiciary, and Related Agencies**

Sample Form For Exempt Overtime:

FLSA Wage & Hour Self-audit Guide, 2004 **Human Resource Policies and Procedures for Nonprofit Organizations** Carol L. Barbeito, 2004-10-06 Get the tools you need to build a successful human resource management system Learn about organizational policies and procedures nondiscrimination affirmative action recruitment hiring termination compensation supervision employment conditions administration and volunteer policies the framework for developing a comprehensive human resource management system for paid employees volunteer workers and outsourced work This practical guide has handy features like a customizable CD ROM full of sample policies procedures and forms that can be easily adapted to individual nonprofit organizations of any size and it uses checklists extensively enabling you to perform a step by step implementation of a complete up to date human resource management system **Law Office Policy & Procedures Manual** Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs **Fair Labor Standards Handbook for States, Local Governments, and Schools** Gilbert J. Ginsburg, 1985 Opinion Manual of the General Counsel United States. Department of Labor. Wage and Hour Division, 1940 Athletic Director's Desk Reference Donna A. Lopiano, Connee Zotos, 2022-01-12 Athletic Director's Desk Reference Second Edition With HKPropel Access is the most comprehensive resource available for collegiate and high school athletic administrators Expert leadership advice and practical tools guide administrators in successfully navigating increasingly complex roles in athletic programs of any size With more than 75 combined years of experience as athletic program administrators coaches and consultants the authors deliver an engaging narrative and professional insights for athletic directors of all levels The modern demands on athletic programs and evolving safety and culture issues are reflected in this updated edition with new content on Title IX compliance social media communications planning tools for budgets cost saving strategies revenue generating opportunities student athlete mental health concussion protocols athletes rights Esports and more Offering a solid foundation of information every athletic director needs to know plus clear advice on day to day operations this essential resource can be used as an immediate practical guide through the real world issues typically encountered by every athletic director An extended table of contents provides an outline of the book elements so athletic directors can quickly find relevant tools within the book and easily reference the corresponding online materials enabling administrators to confront issues and lead with confidence Throughout the book management tips

deliver professional advice foundational information problem solving strategies and suggestions for management of employees programs events and facilities Planning tools provide specific steps and considerations to take when developing strategic plans action plans professional development plans and governance systems More than 300 documents are delivered through HKPropel These valuable time saving resources can be downloaded and customized to suit the needs of any athletic program Educational resources can be used for teaching and motivating staff campus constituents volunteers and student athletes Evaluation instruments and risk assessments help today's athletic administrators assess job performance evaluate program contents identify risks and prevent litigation Policies and forms are easily modified enabling athletic directors to produce effective policies and procedures that meet their unique needs while saving significant time The advice and tools in Athletic Director's Desk Reference allow professionals to turn theory into immediate practice The book addresses all the various policy procedure and system needs required for becoming an efficient and effective athletic director overseeing a successful athletic program Note A code for accessing HKPropel is not included with this ebook but may be purchased separately

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you're a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism Wage and Hour Reference Manual, 1946 **Personnel Administration in Higher Education** Ray T. Fortunato, D. Geneva Waddell, 1981 **Opinion Manual of the General Counsel, Wage and Hour Division, Department of Labor** United States. Department of Labor. Wage and Hour Division, 1940 Wage and Hour

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October 2005 , **Minneapolis-St. Paul, MN-WI, Bulletin 3125-50, May 2004** , Minneapolis-St. Paul, MN-WI
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