

REQUEST FOR PAYMENT OF OVERTIME

EMPLOYEE NAME (Last, First Middle)	UIN
JOB TITLE	DEPARTMENT

INSTRUCTIONS

Ensure all hours are entered in to Workday. HR will remove the applicable hours being paid to the employee on this form.

Nonexempt employees must be compensated with either time or pay for working more than 40 hours in a workweek. In addition, a nonexempt employee who has a combination of hours worked, paid leave, compensatory time and paid holidays totaling more than 40 hours in a workweek must receive either time or pay for the additional hours. *Per [System Policy 31.01.09](#), compensatory time is awarded instead of paying for overtime, except where granting compensatory time off is impractical, would be disruptive to normal teaching, research, and other critical functions, or an employee has accrued 240 hours of compensatory time.*

TO BE COMPLETED BY DEPARTMENT

A. Why is it impractical or disruptive to critical functions to compensate overtime with time off?

This employee has reached the threshold of 240 hours of compensatory time and no additional compensatory time is allowed to be entered in to TimeTraq.

Other. *(Please explain why it is impractical or disruptive below, attaching additional information as necessary.)*

B. Dates Overtime Worked: _____ **To** _____

C. Number of Overtime Hours Worked: _____

D. Account Number: _____ **Source of Payment:** _____

APPROVAL *Check Account Balance Before Submitting. Email Form to Human.Resources@tamucc.edu.*

Department Approver

Date

HR / PAYROLL PROCESSING

ST-COMP Hours	*Rate of Pay	Amount Due
FLSA-COMP Hours	*Rate of Pay	Amount Due

TOTAL PAYMENT DUE: _____

**Rate of Pay must include longevity or hazardous duty pay and/or BRP.*

(1) _____
Human Resources Office _____
Date

(2) _____
Budget Office _____
Date

(3) _____
Payroll Office _____
Date

PAY DATE: _____