

REQUEST FOR PAYMENT OF OVERTIME



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

INSTRUCTIONS

Ensure all hours are entered in to Time Traq. 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 or an employee has accrued 240 hours of compensatory time.

TO BE COMPLETED BY DEPARTMENT

A. Why is it impractical to compensate overtime worked with compensatory 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. (A copy of the employee's time sheet must be attached.)
 Other. (Please explain below.)

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) _____ Date _____ (2) _____ Date _____
 Human Resources Office Budget Office

(3) _____ Date _____ PAY DATE: _____
 Payroll Office