

# OVERTIME VOUCHER

For non-exempt employees

**NAME**

**EMPLOYEE ID**

**HOME DEPARTMENT**

**TERM**

(ie: 12, 11, 10, 9)

Were hours worked at regular job in home department? YES

NO

If not, where

and at what hourly rate

## Overtime Hours Worked

Date	Begin	End	Time Off	Hours Worked
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# hours	Rcd #	Rate	Combo code
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# hours	Rcd #	Rate	Combo code
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# hours	Rcd #	Rate	Combo code
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NOTE: If OT is worked in the employee's regular job and is going to be charged to the Department Budget Table, OT hours should be entered through Employee Self Service (only if the employee does not fall into the categories outlined under "Purpose" in the instructions)

Employee Signature

Date

Supervisor Signature

Date

Authorizing Signature

Date

Dean/Director Signature

Date

**Purpose:**

The Overtime Voucher is used to pay:

- 9, 10, 11 month non-exempt salaried staff;
- Non-exempt salaried staff who work less than 100% FTE;
- Non-exempt salaried staff whose OT needs to be charged to a combo code(s) other than what is on the employee’s Department Budget Table;

for hours worked in excess of the 37.5 (or 40 hours in limited departments) at the rate of time and one-half.

For overtime hours that are to be compensated through “compensatory time off”, enter them via Self Service in PeopleSoft. This is only for employees who work 12 months @ 100% FTE.

**Regulations:**

The U.S. Fair Labor Standards Act (FLSA) defines types of positions that are not covered by the law – therefore exempt from the law. All remaining positions are considered non-exempt. For positions not exempt from the law, a premium is required for hours worked in excess of the standard work week. The premium is one half of the actual hours worked. In addition each work week – defined as Monday through Sunday – must be viewed individually. All hours worked during the work week must be counted. For example, extra hours worked on Friday afternoon cannot be compensated by equal time off the following week. The extra hours from one week must be compensated at the premium rate the following week. However, extra hours worked on Monday can be compensated by time off on a one-for-one basis on any other day through Friday in the same work week.

**Completing the form:**

Enter the Name, Employee ID, Home Department, and Term of the individual who worked the extra hours. Note where the hours were worked. If hours were not worked in the home department or if the work was not part of the regular duties, indicate the hourly rate to be paid. The rate for work other than the regular position should be set in conjunction with the Classification and Compensation office.

In the section “Overtime Hours Worked”, enter the date work was done, and the start and end time. Indicate any “time off” taken between the start and end time if it was 30 minutes or more. For hours worked, count the hours/minutes between time begin and time end and subtract any time off. Express the minutes worked as a decimal equivalent, for example, 20 minutes = .33.

Enter the Record number to which this work relates by referring to the PeopleSoft Job Data screen. Note that if the work was done in the employee’s regular job (and they fall into one of the 1<sup>st</sup> two categories under “Purpose”), you do not need to enter the rate or combo code.

<u>Minutes Worked</u>	<u>Decimal Equivalent</u>	<u>Minutes Worked</u>	<u>Decimal Equivalent</u>
5	.08	35	.58
10	.17	40	.67
15	.25	45	.75
20	.33	50	.83
25	.42	55	.92
30	.50		