

LEHMAN COLLEGE OFFICE OF HUMAN RESOURCES

BI-WEEKLY OVERTIME/COMPENSATORY TIME AUTHORIZATION FORM FOR HEO SERIES EMPLOYEES ONLY



Employee Name: _____

Title: _____

Department: _____

Bi-Weekly Period of: _____

INSTRUCTIONS: Please complete all of the below including Total Time and Overtime Earned columns. For exempt employees, compensatory time is counted after 35 hours worked per week. For non-exempt employees, compensatory time is counted for hours worked between 35-40 hours. Also, non-exempt employees are eligible for cash overtime payment for hours exceeding 40 in a work week. **Please note: Compensatory time is earned on an hour for hour basis.**

For the Earning of Compensatory Time: Time on a paid Annual Leave, a paid Holiday or paid Temporary Disability Leave shall be counted in computing the number of hours worked during the week.

For the Earning of Overtime Pay: A paid Annual Leave, paid Temporary Disability Leave or other paid leave time is **not** counted to determine if the employee has met the 40 hour per week threshold for FLSA overtime.

DAY OF THE WEEK	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Worked Per Week (A)	Total Comp. Time Earned (B)	Total Overtime (OT) to be Paid (A - 40 = OT)
WEEK 1 DATES										
ACTUAL HOURS WORKED										
WEEK 2 DATES										
ACTUAL HOURS WORKED										

I certify that the above hours accurately reflect the actual hours worked and were approved in advance.

Employee's Signature: _____ Date: _____

I certify that I have approved the hours worked in advance and confirm that the above hours are accurate to the best of my knowledge.

Supervisor's Name (Print): _____ Supervisor's Signature: _____ Date: _____

Both overtime and compensatory time has been reviewed and approved for processing:

Approved by: Designated Administrator's Signature _____ Name (Print): _____ Date: _____

FOR OFFICE OF HUMAN RESOURCES USE ONLY: Exempt Non - Exempt Current Balance: _____

Expiration Date: _____

Eric Washington
Director of Human Resources

Signature

Date

Accrued compensatory time must be used in the quarter in which it was earned but no later than the thirty (30) calendar days after the end of the quarter in which the compensatory time was earned. Compensatory time not used within this time frame is not carried over to the next quarter. The applicable quarters are Sept. - Nov., Dec. - Feb., March - May and June - August.