

**Overtime/Compensatory Time Tracking and Approval**

Date:

Per RSU Policy 5.8, all overtime must be approved in **advance** by the department head of supervisor. **Flexible work schedules should be utilized in every possible situation to avoid accumulation of comp-time.** If an employee works more than 40 hours in a seven-day work week, comp-time will be accrued. To ensure timely leave accounting, this form should be completed and submitted at the end of each pay period along with the monthly timesheet. The department should retain a copy as required by State Archives and Records Disposition Schedules 9-61 and 9-62.

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| Date | Time In | Time Out | Overtime Worked | Work performed during overtime period |
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I certify that the time recorded above is true and accurate, and understand falsification of overtime worked violates RSU policies and I may be subject to disciplinary action.

Employee Signature Date

For Supervisor use only:

[ ]  Overtime was approved in advance [ ]  Overtime was not approved in advance

Supervisor Signature Date

Supervisors should be aware that an employee not obtaining prior approval to work overtime does not excuse a department from paying for the hours worked. If over- time is worked, it must be compensated. If over-time is worked without authorization, it should be addressed as a disciplinary matter with the employee.