



**METROPOLITAN STATE UNIVERSITY OF DENVER
AUTHORIZATION AND USE OF OVERTIME FORM (04/13)**

Only those employees in positions designated as non-exempt are eligible for overtime. **It is the policy of Metropolitan State University of Denver to provide compensatory time off at 1 ½ times actual hours worked over 40 hours in a work week.** However, in special circumstances and available department funding, supervisors may make cash payment at 1 ½ times actual hours worked in lieu of the compensatory time policy with the approval of both the immediate Supervisor and Vice President. Overtime cash payment will be made at the next pay period following receipt of the original of this form signed by all appropriate individuals. Compensatory time not taken within 60 days of accruing must be paid in the next pay period.

DATE: _____

DEPARTMENT: _____

FOAP: _____ -- _____ -- _____ -- _____

REQUESTED BY (Name of Immediate Supervisor): _____

REASON FOR REQUEST: Select from Drop Down Menu

METHOD OF COMPENSATION: COMPENSATORY TIME CASH OVERTIME PAYMENT

EMPLOYEE NAME: _____

EMPLOYEE ID NUMBER: 900--_____

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

VICE PRESIDENT SIGNATURE

DATE

PREAUTHORIZATION Overtime Requested (Estimated Hours Needed on Per Week Basis)		POST CONFIRMATION Overtime Actually Worked Per Pay Period (Complete After Hours Have Been Worked)	
Date(s)	Maximum Hours Needed Per Week	Date (s)	Hours Actually Worked

This is to certify that the overtime hours shown above have been worked.

SUPERVISOR SIGNATURE

DATE

INSTRUCTIONS FOR COMPLETING THIS FORM:

Preauthorization

1. The use of overtime **must be authorized prior to the actual overtime hours being worked.** In those cases where this is not possible, such as a last minute assignment or emergency, the overtime hours worked must be approved by the authorizing official, even though it is after the fact.
2. The use of overtime must be authorized by the immediate Supervisor and Vice President. Overtime is unauthorized unless approved by both the Supervisor and Vice President. Corrective and/or disciplinary action can be issued for violation of the procedure including unauthorized overtime.
3. To request the use of overtime, the supervisor should complete this form showing the date(s) the overtime is to be worked and the anticipated maximum overtime hours needed. The method of compensation is to be indicated and the employee is to sign the form as agreement to the overtime method of compensation. After all authoring officials have approved the overtime, the original of this form should be retained by the supervisor until overtime is actually worked. **A copy of the preauthorization form must be sent to the Human Resources Office to alert them of the impending overtime.**

Post Confirmation

4. After the overtime is worked, the supervisor completes the Post Confirmation section of the request certifying the number of hours actually worked. This step may be repeated if the overtime requested occurs over several pay periods.
5. After completing the Post Confirmation section, attach the form to the employee's regular time sheet and submit to the Human Resources Office for processing. This step may be repeated if the overtime requested occurs over several pay periods.