



**OVERTIME/ADDITIONAL STRAIGHT TIME RECORD
FOR MONTHLY NON-EXEMPT EMPLOYEES**

Employee Name:		Emp ID:	
Department Number:		Department Name:	
Month/Year Incurred:			

Overtime or Additional Straight Time Hours Worked									
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total OT	Total AST
1									
2									
3									
4									
5									
Total Hours									

Employee Signature:		Date:	
Supervisor Signature:		Date:	

Note: This form is to be completed **only** for **non-exempt** employees paid on a **monthly** basis **if** more than 40 hours were **worked** in any Saturday through Friday work week ending during the above month or if additional hours were worked during a holiday week occurring in the month.



OVERTIME/ADDITIONAL STRAIGHT TIME RECORD FOR MONTHLY NON-EXEMPT EMPLOYEES

Instructions

This record is to be completed **only for** those employees assigned to classified job titles designated as **Monthly Non-Exempt** and **only if** the employee works more than 40 hours in a work week **or** additional time during a holiday week.

The record should be completed, approved and forwarded to Payroll **immediately following the last full work week** in the month. The next full work week should be recorded in the next month's record if overtime was worked.

The Monthly Non-Exempt work week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday.

If a covered employee works any overtime or additional straight time during the work week, those hours worked should be reported on the **Overtime/Additional Straight Time Record**. For example if an employee works 10 hours on Monday and 12 hours on Wednesday for a total of 46 hours worked during the work week, it would be reported as:

Overtime or Excess Straight Time Hours Worked									
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total OT	Total AST
1			2		4			6	

All overtime hours will be paid at a rate of one and one half times the employee's regular hourly rate. As a general rule, overtime worked in one month will be paid at the end of the following month. For example, if five overtime hours are reported in the July Record, the employee will receive overtime pay for that time in the pay advice issued at the end of August.

Overtime hours are reported in full weeks only. For this reason, when overtime is worked during a work week which splits the calendar months, that overtime will be reported in the following month and paid in the month thereafter.

Overtime hours are based on the excess of hours actually worked, not hours paid. Therefore, if during a given work week, a covered employee is off on a paid holiday yet works an "extra" day during that week, the "extra" day's hours will be paid at the regular rate. For example, if during a work week, Monday is a paid holiday which the employee does not work, but the employees works 12 hours the following Friday, time would be reported as follows:

Overtime or Additional Straight Time Hours Worked									
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total OT	Total AST
1							4		4

The employee would then be paid an additional 4 hours at his or her regular rate.

Any questions regarding these instructions should be directed to the Payroll Department.