

BOSSIER PARISH COMMUNITY COLLEGE OVERTIME APPROVAL FORM

Employee:

Department:

Week One of Pay Period:

Banner ID #

REQUEST TO WORK OVERTIME					ACTUAL OVERTIME WORKED							
DATES REQUESTED	HOURS REQUESTED	DESCRIPTION OF WORK	C / O	SUPERVISOR'S INITIALS	REG HOURS WORKED	HOURS WORKED OVER		OVERTIME HOURS	EARNING CODE #1	HRS	EARNING CODE #2	HRS
						FROM	TO					
					MON							
					TUES							
					WED							
					THUR							
					FRI							
					SAT							
					SUN							
					TOTAL							
C- COMPENSATORY TIME		O- MONETARY PAY			TOTAL HOURS WORKED			COMP	MONT	OVERTIME CODE		
					CLASSIFIED ONLY	OVER 40 HRS	X 1.5=					
						UNDER 40 HRS	X 1.0=					
					UNCLASSIFIED ONLY	OVER 40 HRS	X 1.0=					

Week Two of Pay Period:

REQUEST TO WORK OVERTIME					ACTUAL OVERTIME WORKED							
DATES REQUESTED	HOURS REQUESTED	DESCRIPTION OF WORK	C / O	SUPERVISOR'S INITIALS	REG HOURS WORKED	HOURS WORKED OVER		OVERTIME HOURS	EARNING CODE #1	HRS	EARNING CODE #2	HRS
						FROM	TO					
					MON							
					TUES							
					WED							
					THUR							
					FRI							
					SAT							
					SUN							
					TOTAL							
C- COMPENSATORY TIME		O- MONETARY PAY			TOTAL HOURS WORKED			COMP	MONT	OVERTIME CODE		
					CLASSIFIED ONLY	OVER 40 HRS	X 1.5=					
						UNDER 40 HRS	X 1.0=					
					UNCLASSIFIED ONLY	OVER 40 HRS	X 1.0=					

The above named employee has been approved to earn comp/overtime for the days and times listed

Actual approval:

Request approval:
Supervisor _____ Date _____

Employee's Signature _____ Date _____

I hereby certify that the above listed employee has earned compensatory leave in accordance with College Policy.
Supervisor _____ Date _____

Div./Dept. Head _____ Date _____

Div./Dept. Head _____ Date _____

Overtime Codes: KTE Comp time earned (straight) CTE Comp time earned x 1-1/2 (classified only)	Monetary Pay: OST - overtime straight pay OTP - overtime 1-1/2 pay (classified only)
---	---

EXPLANATION

Calculation for compensatory time earned (KTE)

For Classified employees only:

If 40 hours are worked during the work week (Sunday to Saturday), then multiply the overtime for the work week by 1.50.

Example:

Sunday	0 hours	
Monday	10 hours	8 regular hrs / 2 overtime hrs
Tuesday	8 hours	
Wednesday	8 hours	
Thursday	9 hours	8 regular hrs / 1 overtime hr
Friday	8 hours	
Saturday	4 hours	No regular hrs / 4 overtime hrs
Total	47 hours	40 regular hrs / 7 overtime hrs
		7 X 1.50=10.50 hours of comp time

If 40 hours were **NOT** worked during the work week (Sunday to Saturday), then multiply the overtime for the work week by 1.0.

Example:

Sunday	0 hours	
Monday	8 hours	
Tuesday	10 hours	8 regular hrs / 2 overtime hrs
Wednesday	8 hours	
Thursday	0 hours	8 sick leave hrs
Friday	8 hours	
Saturday	4 hours	No regular hrs / 4 overtime hours
Total	38 hours	38 regular hrs / 6 overtime hours
		6 X 1.0=6.0 of hours earned comp time