

## Request for Staff Overtime or Overload

Updated 10/4/2017

### **Overview:**

The following process is to be followed for any staff member who is requesting overtime or an overload.

### **Process**

1. The Division/Department should discuss with the staff member the duties that need to be performed during the requested overtime/overload.
2. The Division should complete the forms required for an overtime/overload request:
  - A. Staff Overtime (staff in an hourly position):  
The 'request for overtime' form for hourly staff needs to be completed and approved by the Department Chair.
  - B. Staff Overload (staff in an exempt position):  
The 'staff overload form' & 'payroll request form' needs to be completed and approved by the employee, supervisor, and Department Chair.
3. The request will then be submitted to the HR & Faculty Administrator for approval of the request.
4. The HR & Faculty Administrator will inform the division/employee once the request has been approved.
  - Hourly employees should add the additional time worked on their timesheet for bi-weekly payroll.
  - Exempt employees should expect this to be paid on their monthly paycheck.

### **Resources:**

[Request for Overtime Form](#)

[Staff Overload Form](#)

[Payroll Request Form](#)