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.
   o Hourly employees should add the additional time worked on their timesheet for bi-weekly payroll.
   o Exempt employees should expect this to be paid on their monthly paycheck.

Resources:
- Request for Overtime Form
- Staff Overload Form
- Payroll Request Form