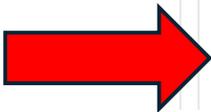# How to Complete NSCC Overtime Approval and Form

- Overtime approval is required in order to submit a fully executed overtime form. Overtime approval forms can be accessed via the Payroll Website, under Forms & Documents, https://fa.nscc.edu/finance/payroll/forms/#payroll

Complete all required fields then click next for approval. Once fully executed the approval will route to Payroll, to document the employee has received approval for a specific time range, and number of hours.

OVERTIME/COMPENSATORY TIME AUTHORIZATION
APPROVAL FOR OVERTIME

Compensatory time and overtime should not be used on a routine basis, but rather in the case of: emergencies; seasonal and annual events; peak work periods or other unusual circumstances. The use of compensatory time and overtime should be kept at an absolute minimum through careful planning of workloads.

Employee ID: * [redacted]   First Name: [redacted]   Last Name: * [redacted]

Department *

Maximum Total Hours Requested: *

Not to Exceed Maximum Total Hours Requested for: * -- Please Select --

Is Money Budgeted for Overtime: * -- Please Select --

Date Requested Overtime Begins: *

Date Requested Overtime Ends: *

Justification for Request (be specific):

Next

Once the employee has worked overtime, they can then complete the Electronic Overtime Form (below).

When submitting overtime hours worked you must submit the following:

1. All hours worked during the week, including any sick, annual, holiday, etc, that were taken during that week. Add the total hours to be paid in the large cell, as shown below, the form will automatically calculate the total hours worked that week.
2. Overtime can be submitted weekly, or monthly
3. You must select 'Overtime to be paid in payroll cycle', or 'Overtime to be added to compensatory time balance' (please note that compensatory time cannot exceed 75 hours, if an employee has 75 hours in their compensatory balance, they must be paid for any additional hours)
4. Add Name, A#, Org hours should be charged to, month and year hours were worked. The employee will also need to add the dates for the month worked (1st-31st, depending on the month).
5. Employee signature and supervisor signature are required.
6. Once signed, the form can be email to the Payroll Department, deanna.jackson@nscc.edu.

Name Joe Example   **A#** A00000001

Org 33201

August   2021   Overtime Sheet

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
		1	2	3	4	5	6	
		7.5	7.5	7.5	7.5	7.5	37.5
7		8 3.0 annual	9	10	11	12	13	
		7.5	10	9	9	7.5	43
14	15	16	17	18	19	20	
		8	8	8	7.5	7.5	39
21	22	23	24	25	26	27	
		9	9	9	9	9	45
28	29	30	31				
							0

☐ Overtime to be paid in payroll cycle   Straight Time Hours _____

☑ Overtime to be added to compensatory time balance   Premium Overtime Hours _____

NSCC work week begins 12:01 a.m. Saturday and ends 11:59 p.m. Friday. Sick, Annual, Compensatory time should be detailed if it is taken in a week in which you work overtime. An "S" should be written beside sick hours, an "A" beside annual hours, and a "C" beside compensatory hours. All hours worked in the work week should be detailed, whether or not they involve the previous pay period.

Signature of Employee: _____   Approved: _____

- To access and complete the Overtime Form, visit the Payroll Website, under Forms & Documents, https://fa.nscc.edu/finance/payroll/forms/#payroll
- Then select 'Blank Electronic Overtime Sheet'

- Once the Excel spreadsheet is open, complete all required fields and submit the overtime sheet to the Payroll office, via email, deanna.jackson@nscc.edu