



## Overtime/Compensatory Time Approval Form

Name  
MDID Number  
Department Name  
Department Number  
Payroll Class

**Instructions:**

Advanced approval must be obtained from the supervisor prior to performing overtime duties. A copy of this document must be submitted to the Time & Attendance processor for entry into Odyssey, if overtime is to be paid or if overtime is to be compensated by time off. Record month-day-year when overtime hours are worked under column labeled "Date."

**PERIOD COVERED**

Day	Date	Regular Time 37.5 – 40.0 Hours	Overtime Over 40.0 Hours	Overtime	Compensatory Time *	1.5 Computation must be made manually for T/A entry
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Regular Time (37.5 – 40.0) Hours Worked:

Total Overtime (Over 40.0) Hours Worked:

\* Based on the College's Pay Procedure 2651, I voluntarily agree to receive compensatory time off in lieu of overtime payment for the overtime hours recorded above. It is my understanding that I will receive compensatory time off at the rate of 1.5 hours for each hour of overtime worked in excess of 40 hours in one (1) week's time. Compensatory time must be used within a reasonable period of time following the next pay period and which is not disruptive to the operation of the College. Compensatory time used may not exceed the fiscal year in which it was earned. Eligible employees may accrue a maximum of 40 compensatory hours.

Signature of Employee

Approved By:

Date: