

HUMBOLDT STATE UNIVERSITY OVERTIME AND CALL BACK HOURS REPORT

PAY PERIOD MONTH YEAR	<input type="checkbox"/> Multiple Positions	<input type="checkbox"/> Irregular Schedule (Flex)	<input type="checkbox"/> REVISION <small>(Replaces ALL previous reports for this pay period)</small>	TIME BASE FT, IH OR <small>time base fraction</small>	FLSA N E	CB/ID	SHIFT DIFFERENTIAL ___ YES If yes ___ EVENING SHIFT ___ NO Indicate ___ NIGHT SHIFT
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NAME (First) _____ (Middle Initial) _____ (Last) _____	EMPLOYEE ID NUMBER _____	FRS ACCOUNT _____	DEPARTMENT(S) OVERTIME WORKED _____
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CMS CHART FIELD STRING	ACCT:	FUND:	DEPT:	PROGRAM	CLASS:	PROJECT:	ACCT. CODE:
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FIRST WORK WEEK - Regular Time Base Hours _____

Mo/Date	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S									
M									
T									
W									
T									
F									
S									

Total Hours for this Work Week (include holidays & leave credit usage)
a) Subtract Your Time Base Hours and Enter Balance Here a) _____

FOURTH WORK WEEK - Regular Time Base Hours _____

Mo/Date	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S									
M									
T									
W									
T									
F									
S									

Total Hours for this Work Week (include holidays & leave credit usage)
d) Subtract Your Time Base Hours and Enter Balance Here d) _____

SECOND WORK WEEK - Regular Time Base Hours _____

Mo/Date	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S									
M									
T									
W									
T									
F									
S									

Total Hours for this Work Week (include holidays & leave credit usage)
b) Subtract Your Time Base Hours and Enter Balance Here b) _____

FIFTH WORK WEEK - Regular Time Base Hours _____

Mo/Date	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S									
M									
T									
W									
T									
F									
S									

Total Hours for this Work Week (include holidays & leave credit usage)
e) Subtract Your Time Base Hours and Enter Balance Here e) _____

THIRD WORK WEEK - Regular Time Base Hours _____

Mo/Date	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S									
M									
T									
W									
T									
F									
S									

Total Hours for this Work Week (include holidays & leave credit usage)
c) Subtract Your Time Base Hours and Enter Balance Here c) _____

TOTAL OF LINES a,b,c,d, and e: _____

CALL BACK WORK - INDICATE NUMBER OF:

Premium Hours for Pay _____	Fund _____	Dept _____	No. Hours _____
Premium Hours for CTO CTO8 _____			
Straight Hours for Pay _____			
Straight Hours for CTO CTO6 _____			

NON-CALL BACK WORK - INDICATE NUMBER OF:

Premium Hours for Pay _____	Fund _____	Dept _____	No. Hours _____
Premium Hours for CTO CTO8 _____			
Straight Hours for Pay _____			
Straight Hours for CTO CTO6 _____			

10/12 Pay Plan
 11/12 Pay Plan

To the best of my knowledge and belief, the figures are accurate and in full compliance with legal requirements, current Bargaining Unit Contracts and/or CSU Policies.

PAYROLL USE ONLY

Reviewed _____ Keyed _____ Posted _____

Employee's Signature _____ Date _____ Campus Phone No. _____

I certify that **written documentation pre-authorizing** the above overtime hours is on file in the **department**, the hours recorded are correct and sufficient funds are available if overtime is for pay.

Supervisor's Signature _____ Date _____ Campus Phone No. _____

INSTRUCTIONS FOR OVERTIME AND CALL BACK HOURS REPORT

1. Only employees eligible for overtime should complete this form.
2. Overtime hours should be pre-authorized by supervisor. Per State Administrative Manual (SAM) 8540:

OVERTIME (New 08/01)

Compensation for overtime, either by cash payment or time off, should be based upon prior written approval signed by a designated supervisor. Due to the nature of work carried out by a department, management can retroactively approve this compensation **only** in the event of an emergency situation. Care should be exercised in recording the overtime hours on the monthly attendance reports and overtime records of the employing agency.

All **PRE-AUTHORIZATION** records will be maintained in the employing department. Do not submit with Overtime and Call Back Report to Payroll.

3. Work Weeks begin at 12:01 a.m. on Sunday and end at 12:00 midnight the following Saturday.

4. **FOR OVERTIME PURPOSES ONLY, THE PAY PERIOD ENDS AT MIDNIGHT ON THE LAST SATURDAY OF THE PAY PERIOD.** (The example shown would be the first work week of the May pay period.) See HSU Green and Gold Calendar for pay period information.

5. Enter Regular Time Base Hours on the line above the grid for the week(s) in which overtime was worked. For example, a 3/4 time base employee would enter 30 hours; a 2/5 employee would enter 16 hours.

6. The answer to "Total Hours for this Work Week" must equal the hours shown in the "Total Hours" column. After subtracting the regular timebase hours from the "Total Hours for this Work Week", the result will be the number of hours of overtime for that week.

SAMPLE

FIRST WORK WEEK - Regular Time Base Hours _____ **40**

Mo/Date	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S 4/27											
M 4/28	8:00	10:00	1:00	5:00					2S	8	
T 4/29	Vacation								8V	8	
W 4/30	8:00	12:00	1:00	5:00	8:00	9:00				9	1
T 5/01	8:00	12:00	1:00	6:00						9	
F 5/02	8:00	12:00	1:00	5:00						8	
S 5/03											
										42	
										2	

Total Hours for this Work Week (include holidays & leave credit usage)

a) Subtract Your Time Base Hours and Enter Balance Here

7. "IN" and "OUT" hours must be rounded to the nearest quarter hour. Round **UP** to the nearest quarter hour if working more than 7½ minutes within the quarter; round **DOWN** to the nearest quarter hour if working less than 7½ minutes within the quarter hour.

8. If you worked shift differential hours during the same week(s) in which you worked overtime, you must indicate this in the space provided.

9. Call Back Work is **not** scheduled overtime, but is work performed at a time outside of and not continuous with your regular work schedule. Refer to your Current Bargaining Unit Contract for specifics.

10. Complete all "IN" and "OUT" hours for **ALL** days in the week (including Saturday and Sunday if applicable) in which you worked overtime. Include all leave credits used, as shown in the example below. Do not include as work hours any meal periods, or breaks lasting 20 minutes or longer. **Do not complete Work Weeks in which overtime was not worked. Do not use military time.**

11. Overtime Reports are due in the Payroll Office on the third working day of the following pay period in which the Overtime was worked, with Absence and Attendance Reports.

12. Incomplete or erroneous reports will be returned to your Attendance Clerk and may result in delay of overtime pay or incorrect leave balance totals reflected on your statement of earnings.

13. See HSU Green and Gold Calendar for overtime pay dates -normally the 15th of the month following the pay period overtime worked. Warrants are distributed at the Cashier's Window, Room 285, SBS Building.