

▶	Adopted Date _____
▶	Amended Date _____
▶	Review Cycle _____

Attachments:

ADMINISTRATIVE SERVICES

AUTHORIZATION AND REPORTING OF OVERTIME & COMPENSATORY
TIME

PURPOSE:

As of July 1, 2004 all request to work overtime or work for compensatory time must have prior approval. Overtime and Compensatory Time incur a debt to the college and can create a potential liability when not reported on the timesheet. Reporting of overtime and/or compensatory time must be reported on the timesheet. Time not noted on the timesheet will be considered non-valid. Adherence to this procedure will avoid liability issues that may arise from non-reported time.

INITIATOR

- Prior to working any overtime/compensatory time, a “Overtime/Compensatory Time Request and Report” (O/CTRR) form must be completed and approved by the supervisor:
- In Section I – Overtime Request, the supervisor must complete the following:
 - Request Date – prior to the work date
 - Reason for Request
 - Employee Name
 - Employee Number
 - Hours to be worked
 - Civic Center Number/Lease Agreement Number
 - Pay Period
 - General Ledger Account to Charge
 - Check either work for overtime pay or work for compensatory time
- The immediate supervisor and the supervising administrator must sign/initial the O/CTRR.

AUTHORIZATION

- The Supervisor must sign the O/CTRR form and submit it to the Divisional Vice President for approval.
- The Divisional Vice President or his/her designee completes Section II – Overtime/Compensatory Time Authorization and can:
 - Approve overtime paid as compensatory time taken
 - Approve overtime paid monetarily
 - Deny request for overtime

APPROVED: _____
DATE _____



Los Angeles Mission College
Administrative Services

RESPONSIBILITY

- If approved, it is the responsibility of the supervisor to complete Section III – Overtime Report.
- The employee name(s) and work pattern for the overtime/comp time is indicated and total hours for each calculated.
- The supervisor must sign, certifying that the time reported is accurate.
- The O/CTRR form is attached to the employee's timesheet and submitted at the end of the week.
- If the time worked is after submission of the timesheet, a supplemental timesheet is required with the O/CTRR form attached.

APPROVED: _____

DATE _____

