Overtime Request & Authorization Instructions

1. **Name –** Enter the last name of the employee for whom the hours are being reported. All of the information following must be related to this employee.
2. **Personnel ID –** Enter the employee’s Personnel Identification Number.
3. **Agency and Division –** Enter the name of the division, section, or unit of the employee for whom the leave is being reported. Leave this box blank if not applicable.
4. **Overtime Eligible –** Check ‘yes’ or ‘no’ to indicate if the employee is eligible for overtime.
5. **Union Represented –** Check ‘yes’ or ‘no’ to indicate if the employee is represented by a union. Include the union is they employee is represented.
6. **Date –** Enter the month, day, and year the hours are being reported for.
7. **Time From –** Enter the time the employee began working overtime.
8. **Time To –** Enter the time the employee stopped working overtime. Do not include the time taken for breaks and lunch.
9. **Estimated Hours –** Enter the number of hours the employee expects it will take to complete the work.
10. **Actual Hours** – Enter the number of hours the employee really worked.
11. **Type (Call Back, Shift Differential, Holiday Compensation, or Standby) –** Enter the number of hours that you actually worked. SACS Payroll will calculate the number of hours to pay.
12. **Purpose of Overtime Request –** Enter a reason for the overtime request. Follow agency policy regarding overtime requests.
13. **Date –** Enter the date the employee requested the overtime.
14. **Employee’s Signature** **–** Have the employee for whom the hours are being requested and reported sign their name in ink.
15. **Date –** Enter the date the approver signed the form.
16. **Authorized For Overtime – Supervisor Signature –** Have the supervisor or designee indicate their approval by signing the form in ink.
17. **Certification –** Check the “Pay” box, if the employee wants cash or “Compensatory Time” if the employee wants compensatory time for the hours worked.
18. **Date –** Enter the date the approver signed the form.
19. **Authorized For Overtime – Supervisor Signature –** Have the supervisor or designee indicate their approval by signing the form in ink.
20. **Fund, Master Index, Appropriation Index, Program Index, Organization Index, Project, Object, Work Class, Allocation, Budget Unit, County, City, and Proration % (Account Coding) –** Enter accounting information or leave blank. Usually, the SACS lead analyst will complete this area.