

## **West Valley-Mission Community College District**

### **Compensatory Time / Overtime Request and Timesheet Form Procedures**

STEP 1: The employee will request compensatory time/overtime hours from his/her supervisor by completing the “Employee Request” section of the form:

- Date: The date on which the activity is to be performed.
- Activity: What work will be performed.
- # of Hrs: The number of approximate hours needed to complete the activity.

STEP 2: Once the “Employee Request” section has been completed, the supervisor will check the appropriate box “Comp Time” or “Overtime” and initial his/her approval for the hours requested.

STEP 3: Following the completion of the activity, the employee will complete the “Comp Time / Overtime Worked” section of the form.

- Start Time: The time at which the activity was begun.
- End Time: The time at which the activity was completed.
- # of Hrs: The number of hours actually worked to complete the activity.

STEP 4: Once the “Comp Time/Overtime Worked” section has been completed, the supervisor will initial his/her approval for the total number of hours worked.

- At the end of the month, the employee and supervisor will complete the “*FOR EMPLOYEE / SUPERVISOR USE*” portion of the form indicating total request for the month (whether Comp Time or Overtime pay or combination of).

*Note: Regular Time Pay to be used for percentage employees only.*

- The employee and supervisor will both sign the form and forward to the Budget Administrator for an account number and authorization signature.
- After all signatures have been obtained, forward the form to Human Resources for processing.
- The forms cannot be changed once submitted to Human Resources or Payroll.

