

PTAA/NEA or PSA/NEA Part Time Personnel Compensatory Time/Overtime Election Form REQUEST TO CHANGE PAY STATUS

Part-time members (work week less than 35 hours) may elect to have hours worked in excess of their scheduled work week either paid or credited toward compensatory.

Employee is a member of : PTAA/NEA PSA/NEA

Employee Name:

Employee ID Number:

Employee Payroll Account #:

I elect to receive hours worked in excess of my regularly scheduled work week as:

Compensatory Time

Straight Time Pay

I understand that the election I make will effect the entire pay period.

Employee's signature

Date

This form must be in the Payroll Office two working days prior to the "time due" date listed on the faculty/staff biweekly payroll schedule. Forms received after that date will result in a pay period delay in activating the requested change. There will be no retroactive changes to your comp time or overtime pay due to the late submission of this form.

There is no need to submit a form for each pay period. Your election will carry forward until you decide to change your pay status again. If you wish to change your status at a later date, you must submit a new Request to Change Pay Status form.