

INSTRUCTIONS FOR REQUEST TO TRANSFER OVERTIME

The purpose of this form is to provide for the proper assignment of charges for overtime work performed by employees outside of their home department. The timely submission of this form will ensure the timely payment of overtime employees, and the prompt adjustment of charges to the appropriate accounts.

For the purpose of this form, overtime is defined as hours worked in excess of an employee's normal **full-time** workweek (35 or 40 hours). This form is not designed to transfer hours of part-time employees who work in excess of their work week but less than their full-time equivalency (35 or 40 hours). The proper distribution of salary for part-time employees working less than their full-time equivalency can be achieved through the submission of a USP-2.

DATE – Using the drop down menu, select the date the form is prepared.

EMPLOYEE NAME – Enter the name of the employee performing the overtime.

EMPLOYEE ID # – Enter the employee's ID number.

PAY PERIOD END DATE – Using the drop down menu, select the pay period end date the overtime was performed.

ARE HOURS POSTED TO TIME CARD? – Using the drop down menu, select **YES** if the hours to be transferred have already been reported to the Payroll Office on the employee's biweekly attendance report. Select **NO** if the hours have not been reported and the Payroll Office must add these hours to the employee's attendance report.

DATES WORKED – Using the drop down menu, select the date the overtime was performed.

HOURS WORKED – Enter the number of overtime hours worked.

CHARTFIELD STRING – Enter the chartfield string to incur the overtime cost.

EFFORT CODE – Enter the effort code for this position.

RESEARCH ACCOUNTING APPROVAL – Research Accounting signature required when the account to charge is a fund 500 research account.

REASON FOR CHARGE – enter a reason for charging to a fund 500 account.

HOME DEPARTMENT APPROVAL – Signature of the department head or other authorized employee who supervises the employee.

OVERTIME DEPT. APPROVAL – Signature of the responsible person authorizing the account to incur the overtime charges.