

**St. Mary's College of Maryland
Overtime, Differential, and On-Call Pay
Authorization**

Pay Period Ending _____

Employee _____

Department _____

OVERTIME

Week One	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
	_____	_____	_____	_____	_____	_____	_____	_____
Week Two	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
	_____	_____	_____	_____	_____	_____	_____	_____

REASON: _____

SHIFT DIFFERENTIAL

Week One	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
	_____	_____	_____	_____	_____	_____	_____	_____
Week Two	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
	_____	_____	_____	_____	_____	_____	_____	_____

ASBESTOS DIFFERENTIAL

	WED	THUR	FRI	SAT	SUN	MON	TUES	////	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

REASON: _____

ON-CALL PAY (General Trades/HVAC Mechanics Only - \$30 day)

	WED	THUR	FRI	SAT	SUN	MON	TUES	////	WED	THUR	FRI	SAT	SUN	MON	TUES	Days
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Approved By: _____
Supervisor **Date**

Department Head **Date**

Note: This approved overtime, differential, and on-call pay authorization form must be submitted to the Office of Human Resources in order to be processed for payment. Normally, these payments are included in the paycheck for the pay period next following the pay period in which the work was done.