

**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.