

## Overtime, Differential, and On-Call Pay Authorization

Period Ending \_\_\_\_\_

Employee Full Name \_\_\_\_\_ Department \_\_\_\_\_

	Week One	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
<b>OVERTIME</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Week Two	WED	THUR	FRI	SAT	SUN	MON	TUES	_____
		_____	_____	_____	_____	_____	_____	_____	_____

REASON:

	Week One	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
<b>SHIFT DIFFERENTIAL \$2.00</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Week Two	WED	THUR	FRI	SAT	SUN	MON	TUES	_____
		_____	_____	_____	_____	_____	_____	_____	_____

<b>ASBESTOS DIFFERENTIAL</b>														Hours	
WED	THUR	FRI	SAT	SUN	MON	TUES	////	WED	THUR	FRI	SAT	SUN	MON	TUES	Hours
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

REASON: \_\_\_\_\_

<b>ON-CALL PAY (General Trades/HVAC Mechanics Only - \$60.00 day)</b>														Days	
WED	THUR	FRI	SAT	SUN	MON	TUES	////	WED	THUR	FRI	SAT	SUN	MON	TUES	Days
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Once you've completed the form, please **print, sign, then submit to Human Resources via interdepartmental mail.**

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
SupervisorDate

\_\_\_\_\_ Date \_\_\_\_\_  
Department HeadDate

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.