

**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 - \$2.00

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 - \$40 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.