



BARSTOW COMMUNITY COLLEGE DISTRICT
Office of Administrative Services

AUTHORIZATION FOR OVERTIME/COMP TIME – CLASSIFIED EMPLOYEES

PROCEDURE: A written overtime/comp time request **must** be **approved in advance.**

1. The department head, after determining the funding source, completes the **ADVANCE APPROVAL** section and has it approved by the appropriate administrator.
2. After approval, the completed form should be forwarded to **Payroll** if it authorizes **overtime** and to **Human Resources** if it authorizes **comp time**.
3. The accounting office verifies that funds are available in the assigned account or an approval Transfer of Budgeted Funds Request has been received.
4. The actual overtime worked is recorded on a **YELLOW** time card and submitted to **PAYROLL** for processing.
5. Comp time is recorded on a **YELLOW** time card and submitted to **Human Resources** for processing.

ADVANCE APPROVAL

OT Authorization
 COMP Authorization

EMPLOYEE _____ **ACCOUNT #** _____

<u>DATE</u>	<u># OF HOURS</u>	<u>ESTIMATED COST</u>	<u>JUSTIFICATION</u>
_____	_____	_____	_____
_____	_____	_____	_____

APPROVALS: _____ : Supervisor Date _____
 _____ : Administrator Date _____

VERIFICATION OF FUNDS: _____ : Bus. Office Date _____

For Office Use Only (Payroll and/or Human Resources)

<u>DATE PAID</u>	<u># OF HOURS</u>	<u>RATE OF PAY</u>	<u>GROSS AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____