



Request and Authorization for Overtime

Employee Name: _____ S Number: _____
 Department/Org: _____ Supervisor: _____

An employee's supervisor must approve overtime in advance. The workweek at Red Rocks Community College is Saturday – Friday. Only work time hours a non-exempt employee works in excess of forty hours during the workweek are eligible for overtime. Work time means employees are "suffered or permitted to work". No leave time (administrative, annual, sick, etc.) will be used in the calculation of overtime (with the exception of employees designated under 3-36).

Each supervisor has the option of using cash payment or compensatory time off to compensate overtime work performed by eligible employees. The rate of compensatory time off will be calculated at one and one half (1 ½) times actual overtime hours worked.

Please complete the following for each week overtime occurs. Please note: overtime payout schedules do not always align with the monthly timesheet schedule. Refer to the below table for specific date range information. Please submit only one form per overtime period.

Week Beginning (Saturday)	Week Ending (Friday)	Hours Worked	Leave Time Used	TOTAL HOURS	Eligible Overtime

Employee Signature: _____ Date: _____

I authorize overtime payout for _____ hours and/or compensatory time for _____ hours.

Supervisor Signature: _____ Date: _____

Monthly Payroll ID	Dates Worked	Signed OT Forms Due to HR	OT Pays Out On/Comp Time Available
MN01 2023	11/26/2022 – 12/31/2022	01/07/2023	01/31/2023
MN02 2023	01/01/2023 – 01/28/2023	02/07/2023	02/28/2023
MN03 2023	01/29/2023 – 02/25/2023	03/07/2023	03/31/2023
MN04 2023	02/26/2023 – 03/25/2023	04/07/2023	04/29/2023
MN05 2023	03/26/2023 – 04/29/2023	05/07/2023	05/30/2023
MN06 2023	04/30/2023 – 05/27/2023	06/07/2023	06/30/2023
MN07 2023	05/28/2023 – 06/24/2023	07/07/2023	07/29/2023
MN08 2023	06/25/2023 – 07/29/2023	08/07/2023	08/31/2023
MN09 2023	07/30/2023 – 08/26/2023	09/07/2023	09/30/2023
MN10 2023	08/27/2023 – 09/30/2023	10/07/2023	10/31/2023
MN11 2023	10/01/2023 – 10/28/2023	11/07/2023	11/30/2023
MN12 2023	10/29/2023 – 11/25/2023	12/07/2023	12/30/2023
MN01 2024	11/26/2023 – 12/30/2023	01/07/2024	01/31/2024

FOR HR USE ONLY RECEIVED (Date/Initials): _____ ENTERED/PROCESSED: _____	OT Payout PROCESSED _____	PEALEAV UPDATED _____
--	---------------------------	-----------------------