

# PR 32– Overtime and Call Back Hours Report

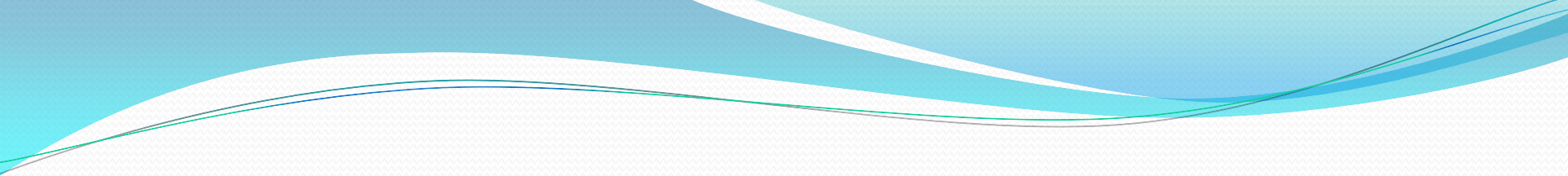
# Instructions for Overtime and Call Back Hours Report

- Only employees eligible for overtime should complete this form.
- Overtime hours should be pre-authorized by supervisor. (Per State Administrative Manual (SAM) 8540. Compensation for overtime, either by cash payment or time off, should be based upon prior written approval signed by a designated supervisor. Due to the nature of work carried out by a department, management can retroactively approve this compensation **only** in the event of an emergency situation. Care should be exercised in recording the overtime hours on the monthly attendance reports and overtime records of the employing agency.

- All PRE-AUTHORIZATION records will be maintained in the employing department. Do not submit with Overtime and Call Back Report to Payroll.
- Work Weeks begin at 12:01 a.m. on Sunday and end at 12:00 midnight the following Saturday.
- **FOR OVERTIME PURPOSES ONLY, THE PAY PERIOD ENDS AT MIDNIGHT ON THE LAST SATURDAY OF THE PAY PERIOD.** (The example shown would be the first work week of the May pay period.) See HSU Green and Gold Calendar for pay period information.
- Enter Regular Time Base Hours on the line above the grid for the week(s) in which overtime was worked. For example, a  $\frac{3}{4}$  time base employee would enter 30 hours; a  $\frac{2}{5}$  employee would enter 16 hours.

- The answer to “Total Hours for this Work Week” must equal the hours shown in the “Total Hours” column. After subtracting the regular timebase hours from the “Total hours for this Work Week”, the result will be the number of hours of overtime for that week.
- “IN” and “OUT” hours must be rounded to the nearest quarter hour. Round **UP** to the nearest quarter hour if working more than 7 ½ minutes within the quarter; round **DOWN** to the nearest quarter hours if working less than 7 ½ minutes within the quarter hour.
- If you worked shift differential hours during the same week(s) in which you worked the overtime, you must indicate this in the space provided.

- Call Back Work is **not** scheduled overtime, but is work performed at a time outside of and not continuous with your regular work schedule. Refer to your Current Bargaining Unit Contract for specifics.
- Complete all “IN” and “OUT” hours for **ALL** days in the week (including Saturday and Sunday, if applicable) in which you worked overtime. Include all leave credits used. Do not include as work hours any meal periods, or breaks lasting 20 minutes or longer. **Do not complete Work Weeks in which overtime was not worked. Do not use military time.**

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- Overtime Reports are due in the Payroll Office on the third working day of the following pay period in which the Overtime was worked.
  - Incomplete or erroneous reports will be returned to your Attendance Clerk and may result in delay of overtime pay.
  - See HSU Green and Gold Calendar for overtime pay dates – normally the 15<sup>th</sup> of the month following the pay period overtime worked. Warrants are distributed at the Cashier's Window, Room 285, SBS Building.





# New Features on PR 32 – Overtime and Call Back Hours Report

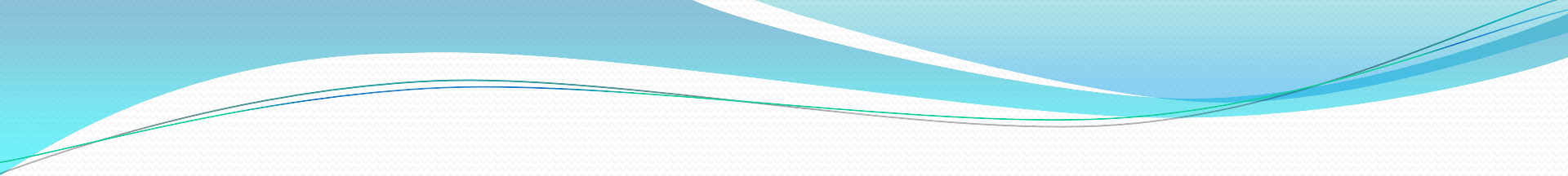
- You can pre-fill the dates of the week from the drop-down box in the Sunday field.
- Entering hours in this format will allow for the calculation of hours in the weekly “Total Hours” field [x:xx am] or [x:xx pm]
- “Regular Time Base Hours” field will calculate “Total Hours for the Work Week” overtime or straight time hours, and transfer these hours to the “Total Lines” box.

FIRST WORK WEEK - Regular Time Base Hours

Mo/Date	IN	OUT	IN	OUT	IN	OUT	Leave Credits Used	Total Hours	Call Back Hours
S									
M									
T									
W									
T									
F									
S									

Total Hours for this Work Week (include holidays & leave credit usage)

a) Subtract Your Time Base Hours and Enter Balance Here

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- Do not submit hours for any week in which you did not work overtime. Payroll only needs hours in the week with overtime. Straight-time overtime will be recorded when Work Week – Regular Time Base are less than 40.
  - If you enter a week incorrectly, select the drop down menu on the Sunday field and either correct the week, or erase the date in the Sunday field to erase all of the dates filled into that work week.