



SAN JOSÉ STATE UNIVERSITY

AUTHORIZATION FOR EXTRA HOURS (OVERTIME)
FACILITIES DEVELOPMENT AND OPERATIONS

Facilities Development and Operations, One Washington Square, San Jose , CA 95192-0010

Instructions: please see back page

						FD&O PAYROLL ONLY					
Employee Name		EMPL #		Trade	Position	Job Code	Dept. ID	Fund			
Work Order/ Job Description	Estimate			Actual				Call Back CTO or Pay	HOURS FOR CTO	HOURS FOR PAY	
	Date	Time of Day		Date	Call Back	Time of Day					Hours
		From	To			From	To				
				Total							
				<p>*NOTE: All work over 6 hours is required to have a 30 min lunch break. Meal: Yes _____ No _____ Meal Allowance: _____ <small>(restaurant itemized receipt required - taxable and requires travel form)</small></p>							
Director's Signature Authorization for Overtime		Date		Employee's Signature		Date		Supervisor's Signature		Date	



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Instructions:

- 1) Please record / print using blue or black ink.
- 2) For Estimate Overtime:
 - a) Have the form prepared completely and signed by the appropriate Department Director prior to working the overtime (except in emergency situations and call-backs). Department Directors and their designees shall make the determination of what constitutes an emergency.
- 3) For Actual Overtime worked:
 - a) Every week, update actual hours on the approved Estimated Overtime form under column "Actual".
 - b) Have the actual OT form signed by the employee and approved by the appropriate Supervisor.
 - c) Send the form to the department Time Keeper weekly (by Friday of each week).
 - d) In the event there is a significant discrepancy between actual and estimated hours, authorization will be resubmitted to the Department Director for approval.
- 4) For Emergency or Call Back hours:
 - a) Employee to complete OT form.
 - b) Form must be signed by the employee and approved by the appropriate Department Supervisor and Director.
 - c) Send the approved form to the department Time Keeper no later than the day after the overtime was worked.
- 5) The approved Overtime form will be processed by the Time Keeper for inclusion of all approved overtime wages.