Approval of Extra Hours Flowchart

ESTIMATED OVERTIME
(Submit Weekly)

Overtime form Estimated and completed by Supervisor/Manager/ Director

Estimated OT form delivered to the Time Keeper by Thursday of each week

Original OT form delivered to the Time Keeper by Thursday of each week

Supervisor makes copy to update actual hours weekly w/ employee

ACTUAL OVERTIME WORKED
(Submit Weekly)

Copy of Approved Estimate Overtime Form

Employee to update the actual hours under “Actual” column

Actual OT form signed by the Employee

Actual OT form of hours worked approved by the appropriate Supervisor

Deliver OT form to Time Keeper every week (Thursday)

Time Keeper to Process Overtime

Final OT Form sent to HR Payroll

If actual hours are over estimation, OT form is returned to Director for authorization.

EMERGENCY & CALL BACK OVERTIME
(Submit the Next Day after the Overtime)

Overtime Form

Employee to complete the OT form

OT form signed by the Employee

Approved by the appropriate Supervisor

Approved by the Department Manager/Director

Send the OT form to the Time Keeper

Final OT Form sent to HR Payroll