

## **“Request for Extra Hours” Frequently Asked Questions**

### **Q. Why are we changing our process to request extra hours?**

**A. FD&O will begin utilizing the University’s “Request for Extra Hours” form. This streamlines our internal timekeeping process by consolidating several forms we currently use in FD&O into a single request form. In addition, use of this new form will improve our “hand-off” process with the Campus Payroll Department.**

### **Q. Is there a change in FD&O’s practice of granting requests for extra hours?**

**A. No. Approval of extra hours will continue to be based on meeting the work requirements of the department. With the exception of call-backs, all requests for extra hours require the pre-approval of the Department Director. Approval for extra hours as the result of call-backs must be obtained within 24 hours of the event as appropriate and when possible.**

### **Q. What occurs if I obtain approval from my Director for extra hours and the actual hours I work are in excess of the pre-approved hours.**

**A. In normal circumstances the pre-approved hours and the actual work hours may not match. However, if the actual hours worked are materially different from the pre-approved hours, your Director will need to re-approve your extra hours. Any action that will require re-approval will be handled by the Time keeper. (EX: 1 hour is pre-approved, and actual hours worked were 2 hours. Time keeper will go back to Director for re-approval. )**

### **Q. When will the new “Request for Extra Hours” form be required.**

**A. The new Request form will be required beginning October 31, 2007 for all FD&O Departments.**

### **Q. Will this change affect call-backs?**

**A. No. As a practical matter, extra hours resulting from call-backs do not require pre-approval. However, an employee will need to obtain his/her Director’s approval within 24 hours when possible. Approval for post-event work should be obtained using the new form.**

### **Q. Will any staff member lose out financially under this change?**

**A. There is no change in FD&O’s current practice of granting extra work hours consistent with budget considerations and meeting the requirements of the University.**