

# SAP 31.01.09.T0.01 Overtime



Approved: February 14, 2012  
Revised: January 23, 2015  
Next Scheduled Review: January 23, 2020

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## Procedure Statement

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In accordance with System Regulation 31.01.09, *Overtime*, all Tarleton State University (Tarleton) employees must obtain advance authorization prior to working overtime from the immediate supervisor. If the situation does not allow for the advance authorization, such as emergency response or on-call response, the employee must obtain the authorization as soon as possible.

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## Reason for Procedure

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To establish guidelines for approved overtime.

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## Procedure and Responsibilities

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### 1. EARNED OVERTIME

1.1 Overtime hours earned and not paid should be documented on a Weekly Report for Compensatory Time Earned (available on the Employee Services Department website) and submitted for the appropriate approvals. Upon full approval, the form is returned to the Employee Services Department for processing. The Employee Services Department will update the university's leave management system with the approved compensatory time accrual.

### 2. PAID OVERTIME

2.1 To have overtime paid instead of banked, the department must submit a memo requesting approval to pay overtime up through the appropriate divisional Vice President/provost and then on to Payroll Services for processing. The memo provides overall approval to have any or all overtime paid.

- 2.2 At the point an employee works overtime, the department will complete a Weekly Overtime Form (available on the Payroll Services website) and route for appropriate approvals. Upon full approval, the form is submitted to Payroll Services for processing. Overtime will be paid on the next available bi-weekly payroll cycle.
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## **Related Statutes, Policies, or Requirements**

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[System Regulation 31.01.09 \*Overtime\*](#)

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## **Contact Office**

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Employee Services Department  
254.968.9128