

AUSTIN PEAY STATE UNIVERSITY
OVERTIME AND COMPENSATORY TIME - CLASSIFIED PERSONNEL
APPROVAL FORM

INSTRUCTIONS/PROCEDURE

1. This form shall be used to approve all overtime/compensatory time. Approval must be granted prior to the work commencing.
2. The employee's supervisor or department head must approve the work by signing in the appropriate block.
3. The form should be kept on file in the supervisor's office. This form does not take the place of the attendance report, but serves as a verification of prior approval of the work. All extra hours must still be reported on the attendance report and must agree with forms filed in your office.
4. Sufficient funds for payment must be budgeted in the appropriate account before overtime is approved.

The following employee has been approved to work overtime/ compensatory time on the date/hours indicated.

Employee

Department

Date of Work

Number of Hours

Overtime

Compensatory Time

Approval Date

Signature of Supervisor or Department Head