

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS003-190221

Title: Authorization of Overtime

Where possible, managers shall schedule labor resources to avoid overtime. Should there be a need, managers may authorize overtime in advance unless the overtime is in response to a campus emergency or immediate business need.

The following interdepartmental procedure shall guide authorization of overtime to ensure consistency and adherence to applicable University procedures and regulations:

## Authorization for Overtime

- All overtime shall be approved in advance by an employee's manager. Exceptions shall be made for campus emergencies, immediate business needs and/or other similar situations in which overtime is required in order to complete services required to ensure campus programs and activities are not interrupted.
- For overtime scheduled in advance, managers shall create a Daily Assignment and Time Card Entry for the future date in AiM for the employee. Upon completion of each assigned overtime shift, employees must compare their actual time worked to the pre-approved time entered, and edit as needed. The manager shall then review and approve as appropriate.
- For overtime completed by an employee in response to an emergency or immediate business need, the employee shall complete a time card entry and select appropriate overtime Time Type. The manager shall then review and approve as appropriate.
- On a monthly basis, the FM Timekeeper will fill out the required campus payroll form based on the approvals in AiM and submit it to the employee and their manager for signature. Payroll forms should be signed as soon as possible to ensure timely reimbursement.

## Common Calendar of Absences

- The timekeeper shall keep an electronic calendar of employee overtime for those units not utilizing the University's electronic absence management system; such calendar shall be available for viewing by Managers/Supervisors at any and all times so that resource planning is completed in an efficient manner.

## REFERENCES

- FSS014-140604 Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System

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Previous Versions (replaces)

- FSS003-140604