



District / Division \_\_\_\_\_

## EMPLOYEE OVERTIME CHOICE REQUEST FORM

<b>Employee's Full Name</b> (First, Middle Initial, Last)	
<b>Last Four Digits of SSN</b>	<b>Org. Number</b>
<b>Effective Date</b> (Effective date must be a Sunday)	
<b>OPTIONS:</b>  <input type="checkbox"/> I choose to have my overtime compensation banked as compensatory time.  <input type="checkbox"/> I choose to have my overtime compensation paid as cash.	
<b>Employee's Signature</b>	<b>Date:</b>
<b>Immediate Supervisor's Signature:</b>	<b>Date:</b>

**Read before signing:** The above signatures indicate that the employee is eligible for Employee Overtime Choice.

**IMPORTANT:**

*If the employee is nonexempt, the above selected overtime compensation status will remain in effect until the employee submits another "Employee Overtime Choice Request Form" indicating a change or when the employee reaches the maximum 240-hour comp time balance (totals of federal, state and holiday comp time balances). When the nonexempt employee who has chosen to bank overtime hours reaches the 240-hour comp time max, the Employee Overtime Choice will be automatically switched by the Financial Services Division-Payroll Section to pay cash for eligible overtime hours worked. If an employee reduces their comp time balance below 240 hours and wants to resume banking overtime as comp time, a new form must be submitted.*

*If the employee is exempt, the above selected overtime compensation status will remain in effect until the employee submits another "Employee Overtime Choice Request Form" indicating a change. When the exempt employee who has chosen to bank overtime hours reaches the 240-hour comp time max, the excess hours banked will be automatically donated to the ShareLeave program.*

1. Enter the employee's District or Division.
2. Enter the employee's full name (first name, middle initial and last name).
3. Enter last four digits of employee's social security number.
4. Enter employee's organization number.
5. Enter the date the "Employee Overtime Choice" becomes effective. (must be a Sunday)
6. Select the appropriate box indicating the choice of either banking overtime as comp time or receiving cash for overtime.
7. The employee's signature is required.
8. The immediate supervisor's signature is required if forwarding the request to Payroll staff for entry.

**Supervisor or Payroll staff** - Enter change from the request into the Time Reporting System under Proxy OT Choice Reporting. File the original form in the employee payroll file.