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|---|---------------------------------|------------------------------|
| <b>FINANCE</b><br><br><b>PROCEDURE</b><br><br><b>MANUAL</b> | <b>TITLE:</b><br>Overtime Pay   |                              |
|   | <b>NUMBER:</b><br>FIN-PAY-008   | <b>VERSION:</b><br>01        |
|   | <b>ISSUED DATE:</b><br>9/8/2009 | <b>REVISION DATE:</b><br>N/A |

➤ **Purpose:**

Steps required for employee overtime payment.

➤ **Definitions:**

[Overtime Form](#): Form completed by employee detailing the dates and hours of overtime worked.

➤ **Responsibility:**

**Employee:** Completes overtime form.

**Employee Supervisor:** Approves overtime form.

**Payroll:** Sets up payroll system to pay overtime to employee.

**Vice President of Business Services:** Responsible for final approval of overtime.

➤ **Procedure Details:**

1. Employee completes overtime form, including date(s) and hours of overtime worked, and sends to supervisor for approval.
2. If approved, Supervisor signs overtime form and sends to Payroll.
3. Payroll staff verifies information and signatures on form and sends forms to Vice President of Business services for final approval.
4. Payroll receives final approved forms and posts overtime to appropriate payroll periods in PantherNet System.

5. Overtime is paid based on appropriate payroll periods.

➤ **References:**

Overtime Form: <http://intranet.pbcc.edu/forms/OvertimeReportForm.pdf>

College Board Policies: 6Hx-18-5.74

<http://intranet.pbcc.edu/boardpolicies/policies/section5/5.74.pdf>