**RECORD OF OVERTIME**

Classified Non-Exempt Employees

|  |  |
| --- | --- |
| Employee PeopleSoft ID Number: |  |
| Employee Name: |  |
| Charge to Department Number:  \*\**If overtime should be charged to a different department, other than the employee’s home department, then a paper overtime PAR must be completed too.* |  |
| Total Overtime Hours Worked: |  |
| Workweek Earned:  \*\* *The official workweek, as set forth in Policy 1303, for James Madison University is from midnight Saturday until midnight the following Saturday except for those employees designated differently. FLSA directs that covered non-exempt employees are to be paid overtime for hours physically worked beyond 40 in a given workweek.* |  |

I certify that the above information is correct and this employee is eligible for overtime.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Authorizing Supervisor |  | Date |

**Please e-mail a PDF copy to Payroll Services at**

[**payroll-operations@jmu.edu**](mailto:payroll-operations@jmu.edu)**.**

**Original documentation must be maintained by the department.**