



**OVERTIME RECORD KEEPING FORM**  
*HEO Series*

Employee's Name: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Title:  Asst. to HEO     HEO Asst. (FLSA:  Exempt     Nonexempt)     HEO Assoc.     HEO

Date	Day	Time Actually Worked		Total Hours Worked (not including lunch)
		From	To	
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			

TOTAL HOURS WORKED this Week		Hrs.	<i>FLSA EXEMPT Staff are eligible for compensatory time for hours WORKED in excess of the regularly scheduled 35 hours per week</i>
COMPENSATORY Time (Total Hours Worked – 35 Hours)		Hrs.	
OVERTIME (NONEXEMPT STAFF ONLY) (Total Hours Worked – 40 Hours)		Hrs.	
<i>FLSA NONEXEMPT employees are eligible for Compensatory Time for time WORKED between 35 and 40 hours per week; and payment at the rate of 1.5 for time WORKED over 40 hours per week.</i>			<i>Holidays, Unscheduled Holidays, and Sick or Annual Leave do not count as time WORKED.</i>

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Vice President's Signature Date

**\*\*Please Note\*\***

Compensatory time must be used within 30 days after the quarter in which it was earned.

COMP TIME EARNED DURING THIS PERIOD	EXPIRES ON
Q1: September 1 – November 30	December 30
Q2: December 1 – February 28	March 30
Q3: March 1 – May 31	June 30
Q4: June 1 – August 31	September 30

'Date' is to be filled out for the appropriate authorized 7-day work week Sunday at 12:01 AM through Saturday at Midnight.  
'Total Hours Worked' is to be recorded in units not less than quarter hours.

