

COMPENSATORY/OVERTIME REQUEST FORM (NON-EXEMPT EMPLOYEES ONLY)

Section I – Advance Approval

(This section must be completed before overtime/compensatory hours have been worked.)

Employees may accrue a maximum of 240 hours of compensatory time. They must be paid for overtime work. Compensatory time should always be requested until an employee has accrued 240 hours. Where funds are available, exceptions may be authorized by the Business and Finance department. The University and supervisors have the authority to control the use and payout of compensatory time.

Please note: Some departments have specific blackout periods during the year. While it is acceptable, time off will not be granted during these times. (Consult your supervisor for details.)

Name of Employee _____ Employee Number _____

Date _____ Department _____

Approximate Number of Hours in Excess of 40h/Week Approved to Work _____

Call Back Hours _____ x 1.5 = _____ x hourly rate _____ = Cost \$ _____
 Overtime Pay Hours _____ x 1.5 = _____ x hourly rate _____ = Cost \$ _____
 Compensatory Time Hours _____ x 1.5 = _____ total hours _____
 Straight Time (excluding working on a holiday) _____ hours x hourly rate _____ = Cost \$ _____
 Funds have been secured from a non ASU source _____

Date(s) From _____ To _____ Include Holiday? Yes No

Account Number to be Charged (Required) _____ Estimated Cost \$ _____

Name of Event _____ ASU Event Non ASU Event

Justification for Overtime/Compensatory Time: _____

APPROVAL

Immediate Supervisor _____ Date _____

Cost Center Manager/Dept. Head _____ Date _____

Area Vice President _____ Date _____

Business and Finance _____ Date _____

Section II – Verification of Actual Overtime/Compensatory Hours Worked

(Attach to payroll certification prior to submission for payment.)

Only upon verification should this compensatory/overtime form be submitted to payroll.

Number of Compensatory/Overtime Hours Worked _____ Total Cost \$ _____

Immediate Supervisor's Signature _____

Authority: Non-Academic Staff Handbook, Section 3.1, page 7. No supervisor is authorized to grant or non-exempt employees for whom compensatory time has been requested of the Immediate supervisor, area vice president and the vice president for business and finance on their designation.

Effective June 6, 2006. This form supersedes all other overtime forms. (Form updated September 2006.)

Sample Form For Exempt Overtime

Thomson Gale (Firm)

Sample Form For Exempt Overtime:

FLSA Wage & Hour Self-audit Guide ,2004 **Fair Labor Standards Handbook for States, Local Governments, and Schools** Gilbert J. Ginsburg,1985 Revised Affirmative Action Plan Ohio State University,1978 **Athletic Director's Desk Reference** Donna A. Lopiano,Connee Zotos,2022-01-12 Athletic Director's Desk Reference Second Edition With HKPropel Access is the most comprehensive resource available for collegiate and high school athletic administrators Expert leadership advice and practical tools guide administrators in successfully navigating increasingly complex roles in athletic programs of any size With more than 75 combined years of experience as athletic program administrators coaches and consultants the authors deliver an engaging narrative and professional insights for athletic directors of all levels The modern demands on athletic programs and evolving safety and culture issues are reflected in this updated edition with new content on Title IX compliance social media communications planning tools for budgets cost saving strategies revenue generating opportunities student athlete mental health concussion protocols athletes rights Esports and more Offering a solid foundation of information every athletic director needs to know plus clear advice on day to day operations this essential resource can be used as an immediate practical guide through the real world issues typically encountered by every athletic director An extended table of contents provides an outline of the book elements so athletic directors can quickly find relevant tools within the book and easily reference the corresponding online materials enabling administrators to confront issues and lead with confidence Throughout the book management tips deliver professional advice foundational information problem solving strategies and suggestions for management of employees programs events and facilities Planning tools provide specific steps and considerations to take when developing strategic plans action plans professional development plans and governance systems More than 300 documents are delivered through HKPropel These valuable time saving resources can be downloaded and customized to suit the needs of any athletic program Educational resources can be used for teaching and motivating staff campus constituents volunteers and student athletes Evaluation instruments and risk assessments help today's athletic administrators assess job performance evaluate program contents identify risks and prevent litigation Policies and forms are easily modified enabling athletic directors to produce effective policies and procedures that meet their unique needs while saving significant time The advice and tools in Athletic Director's Desk Reference allow professionals to turn theory into immediate practice The book addresses all the various policy procedure and system needs required for becoming an efficient and effective athletic director overseeing a successful athletic program Note A code for accessing HKPropel is not included with this ebook but may be purchased separately Wage and Hour Manual ,1946 **Wage and Hour Reference Manual ,1946** **Mandated Benefits Compliance Guide 2015** Balser Group,2014-12-01 Mandated Benefits 2015 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits

2015 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2015 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2015 Compliance Guide has been updated to include The Dodd Frank Act creating an ethics training program and practices and trends Information on payroll cards and Federal Insurance Contributions Act FICA tip credit New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA Updated requirements for certificates of creditable coverage excepted benefits under the Health Insurance Portability and Accountability Act HIPAA and transaction standards The revised model general and election notices as required under PPACA Qualified Longevity Annuity Contracts and definition of spouse per the Supreme Court ruling in United States v Windsor and updates to the Pension Benefit Guaranty Corporation s required premiums The payment of long term disability insurance by qualified retirement plans PPACA s effect on health reimbursement arrangements new information on the proposed 500 carryover of unused funds in health flexible spending arrangements FSAs and PPACA s effect on health FSAs new material on the effect of amendments to HIPAA s excepted benefit rules on Employee Assistance Programs and revised information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in United States v Windsor and the decision s effect on cafeteria plan mid year election changes New sections on no fault attendance policies and pregnancy and the Americans with Disabilities Act Information on the definition of spouse based on the Supreme Court ruling in United States v Windsor New material on the proposed Equal Pay Report **Personnel Administration in Higher Education** Ray T. Fortunato,D. Geneva Waddell,1981 *Mandated Benefits 2020 Compliance Guide* Brustowicz, Delano,Gabor, Salkin,Wagner and Watson,2019-12-23 Mandated Benefits 2020 Compliance Guide is a comprehensive and practical reference manual that covers key federal regulatory issues which must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with employment and benefits related regulations Mandated

Benefits 2020 Compliance Guide includes in depth coverage of these and other major federal regulations and developments HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations Mental Health Parity Act as amended by the 21st Century Cures Act Reporting Requirements with the Equal Employment Opportunity Commission AAPs final rules Pay Transparency Act Mandated Benefits 2020 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance In addition Mandated Benefits 2020 Compliance Guide provides the latest information on Family and Medical Leave Substance Abuse in the Workplace Workplace Health and Safety Recordkeeping and Documentation Integrating ADA FMLA Workers Compensation and Related Requirements Significant Developments at the EEOC Affirmative Action Plans Retirement Savings Plans and Pensions Pay Practices and Administration Health Life and Disability Insurance Managing the Welfare Benefits Package Human Resources Risk Management And much more Previous Edition Mandated Benefits 2019 Compliance Guide ISBN 9781543800449

Mandated Benefits 2017 Compliance Guide The Balser Group, 2016-12-21 Mandated Benefits 2017 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2017 Compliance Guide includes in depth coverage of these and other major federal regulations PPACA Patient Protection and Affordable Care Act HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations FLSA final rule on white collar exemptions Mental Health Parity Act Executive Order 13706 Paid Sick Leave for Federal Contractors AAPs proposed and final rules Pay Transparency Act Mandated Benefits 2017 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance In addition Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions Pay Practices and Administration Life and

Disability Insurance Family and Medical Leave Workplace Health and Safety Substance Abuse in the Workplace
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Mid-Year Supplement Compliance Guide Buckley, **Labor Policy and Practice: Labor relations** Bureau of National Affairs (Arlington, Va.),1953 Mandated Benefits 2019 Compliance Guide (IL) Buckley,2018-12-26 State by State Guide to Human Resources Law is the most comprehensive authoritative guide to the employment laws of the 50 states and the District of Columbia It is designed to provide quick access to each state's laws on the expanding number of issues and concerns facing business executives and their advisors the professionals in HR compensation and employee benefits who work in multijurisdictional environments This 1 guide to HR law in every state will help you to Find accurate answers fast with our easy to use format and full citation to authority Compare and contrast employment laws between states Ensure full regulatory compliance and avoid legal entanglements Get instant access to clear coverage of key topics including state health care reform initiatives FMLA same sex unions workers comp and much more And much more State by State Guide to Human Resources Law 2018 Edition has been updated to include In depth coverage of the Supreme Court's recent same sex marriage decision and its implications for employment law Discussion of three important Title VII cases involving pregnancy discrimination religious discrimination and the EEOC's statutory conciliation obligation Analysis of private sector employment discrimination charges filed with the EEOC during FY 2014 including charge statistics with a breakdown by type of discrimination alleged Coverage of recent state and federal legislative efforts to prohibit employers from requiring employees and job applicants to disclose their passwords to social media and private e mail accounts as a condition of employment Discussion of the Supreme Court's recent PPACA decision and its effect on the federal and state health insurance exchanges Update on the Domestic Workers Bill of Rights now enacted in six states Coverage of the growing trend to raise state minimum wage rates and to increase penalties for violations of wage and hour laws Update on workplace violence prevention efforts and related issues Coverage of state laws requiring employers to provide pregnant workers with reasonable accommodations including longer or more frequent rest periods And much more Previous Edition State by State Guide to Human Resources Law 2018 Edition ISBN 9781454883722 Mandated Benefits Balser Group,2013-12-17
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Reconciliation Act COBRA Mandated Benefits 2014 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation. It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems. Throughout the Guide are numerous exhibits, useful checklists and forms and do's and don'ts. A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company's level of regulatory compliance. The Mandated Benefits 2014 Compliance Guide has been updated to include Updated best practices for organizing the human resources department. Information on Federal Insurance Contributions Act (FICA) and severance pay. New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act (PPACA). New information on de-identified protected health information (PHI) and the effect of the omnibus final rules on business associates and notification requirements in case of a breach of PHI. Information on the revised model election notice as required under PPACA. A completely revised section on the final rules implementing HIPAA's nondiscrimination requirements for wellness programs and updated information on providing employee benefits to legally married same sex couples based on the Supreme Court's decision in *United States v. Windsor*. A new section on the ADA's direct threat provisions. Updated information on caregiver leave under military family leave and survey data regarding the FMLA's impact. Updated information on completing the newest Form I-9 and the E-Verify system. The OFCCP's final rules for developing and implementing AAPs for veterans and individuals with disabilities and new policy directive for compensation compliance evaluations. A new section on bring your own device to work and its impact on employee privacy. Information on the final rule revising the hazard communication standard and the requirements for safety data sheets which will replace material safety data sheets. New information on medical marijuana in the workplace.

Law and Legal Information Directory, Thomson Gale (Firm), 2006. Law and Legal Information Directory provides descriptions and contact information for institutions, services and facilities in the law and legal information industry.

California Legal Forms, 2005. Personnel Policies Manual for Michigan Nonprofit Corporations, 1996.

Labor Relations Reporter, 2004. Each binder has a distinctive title: 1. Analysis news and background information; 2. Labor management relations decisions of boards and courts; 3. Labor arbitration and dispute settlements; 4. 4A State laws; 5. Wage; 6. 6A Wage and hour manual; 7. Fair employment practice; 8. 8A Fair employment practice manual; 9. Individual employment rights; 9A. Individual employment rights manual; 10. Americans with disabilities cases and Labor relations expediter v. 12 pt. 1. 2. Master index.

The American Telephone Journal, 1906. **The Nonprofit Manager's Resource Directory**, Ronald A. Landskroner, 2002. A newly revised and updated edition of the ultimate resource for nonprofit managers. If you're a nonprofit manager, you probably spend a good deal of your time tracking down hard to find answers to complicated questions. The Nonprofit Manager's Resource Directory, Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers. Internet sites.

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