

# OVERTIME SHEET

for employees o Bi-Weekly Salary

(use separate form for EACH WEEK)

Employee Number:		First Name:				Last Name:			Voice Mail local: _____ e-mail: _____ @ langara.bc.ca				
DATE		OVERTIME WORKED				HOURS PAYABLE AT (Payroll Dept. to Complete)			DESCRIPTION OF WORK	Employee's Initials	Supervisor's Initials	Cost Centre (if different from Standard Account)	
(MONTH)	(YEAR)	Time Started	Time Finished	Regular Hours of Pay	OT Hours	Straight Time	Time and One-Half	Double Time				(Alpha)	(Numeric)
	DAY												
Saturday													
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday*													
Friday													
TOTAL O/T HOURS:									Mark an "X" in one square:				
PAYROLL SERVICES DATA	Pay Period: #		Payroll Date:						Credit to Overtime Bank <input type="checkbox"/> Yes = ____ hours OR Payout Overtime <input type="checkbox"/> Yes				
	Entered by:					Earning Codes							

- See back of this form for description of terms regarding Hours of Work.

Authorized by: (Print Supervisor's Name)
Supervisor's Signature:

# Overtime

An employee who is authorized to work overtime may elect to be paid for it, or receive compensating time off credited to their Overtime Bank.

## **Description:**

1. **Straight Time** – When an employee works for example, a 5 hour-day, over time provisions shall only be applicable to hours in excess of the full-time equivalent daily and weekly hours of their classification.
2. **Time and One-half** – An employee shall be paid at one and one-half (1½) times the employee's regular rate of pay for the first four (4) hours worked in excess of their normal hours of work in any normal work week.
3. **Double Time** – All overtime worked by an employee in excess of four (4) hours in any normal work week shall be paid at double the employee's regular rate of pay; except that:
  - An employee shall be paid double their regular rate of pay for all time worked on Saturday, Sunday and Stat Holidays unless your scheduled work week includes weekend days.
  - An employee authorized to work on a general holiday shall be paid at double time in addition to regular pay. When a Stat Holiday falls on the weekend, the College will close the following business day. (For example, if Nov. 11<sup>th</sup> falls on a Saturday, the College will close the following Monday. An employee who works on the Monday will receive double time plus regular pay.)
4. **Overtime Bank** – An employee who elects to receive compensating time off in lieu of being paid for overtime shall be given compensating time off equivalent to the number of hours in their Overtime Bank for which payment would have been made for the overtime so worked.