

Louisiana State University

Office of Facility Services

Operating Instruction 2101

Revision: 3
Effective Date: December 1, 2010
Page 1 of 2

SUBJECT: APPROVAL FOR OVERTIME

I. General

1. Requests for overtime work must be approved in advance, except in an emergency.
2. Requests for overtime work must be approved by the Department Head or the Executive Director/Director in their absence.
3. This approval authorizes the payroll department to include overtime wages on the biweekly payroll voucher.

II. Procedures

1. The department head in those departments with budgeted overtime will:
 - a. Have an overtime request form prepared and signed by the Department Head prior to use of overtime, except in an emergency situation.
 - b. No later than the day after the overtime was worked, send an overtime report form to department time keeper.
2. The request will be sent to the time keeper for inclusion of the overtime wages on the payroll voucher.
3. The Department Head in those departments without budgeted overtime must request authorization of overtime in advance. A request must be sent to the Assistant Vice Chancellor.

4. When overtime is required for emergency reasons, the request must be sent the following day to the Department Head.