UNIVERSITY OF CENTRAL ARKANSAS
Overtime Report
(Work week begins Saturday 12:01 a.m. and ends Friday 12:00 p.m.)

ID Number | **Name (Last, First, Middle Initial)** | **Date**

Department | **Month & Year Earned**

Week Beginning	End	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total

Any leave or holiday time included in a work week that results in overtime is to be paid at straight time rates only. After excluding holiday and leave time from total hours worked, if there still remains overtime, that time is to be reported at time-and-a-half.

Employee's Signature

Approved by Department Chairperson/Manager

NOTE: This report must be sent to Human Resources the first day of the month following earned overtime.

Approved by President/Vice President/Dean

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