

OVERTIME TRACKING & PAYOUT REQUEST FORM

Name (Please Print)	Personnel No.	Pay Period - Month
Department	Manager/Supervisor	OT Bank Balance Carried Forward

Date (DD/MM/YYYY)	Hours Worked (In Excess of 36.25)	Overtime Hours Earned (Hours Worked x 1.50)	OT Hours Banked	OT Hours Request to pay out	Reason for Overtime
TOTALS					
Overtime Payout Account Numbers: (if different from salary account)		СС	Manager's/Supervisor's Authorization:		
		CFC			
		FUND			
			Date Signed:		
		ORDER			

Overtime must be authorized in writing in advance by the employee's supervisor/manager ٠

- Total hours worked for the week must be in excess of 36.25 hours (USW)
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- Overtime worked for the day must exceed one-quarter hour (15 minutes) Please forward completed forms and all attachments to <u>payroll.utsc@utoronto.ca</u> ٠
- Incomplete forms/incorrect information will delay processing. ٠