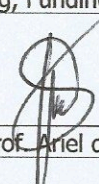


Procedure No:	ADM-PROC-0015
Procedure Title:	Filing of Request for Overtime Procedure
Related Policy:	ADM-POL- 0024 Salary Adjustments
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Comptrollership – Payroll Section
"Supersedes" Notification:	
Procedure Description:	This procedure centralizes the filing and approval of request and processing of overtime of employees.
Areas of Responsibility:	Comptrollership – Payroll Section
Procedure Details:	<p>Step 1. An employee who needs to render additional hours for work could file for overtime upon consent and approval of his superior.</p> <p>Step 2. The employee accomplishes a Request for Overtime Form. The form specifically requires an employee to identify the inclusive dates and time of the overtime and the approval of his superior.</p> <p>Step 3. The employee submits the form to his respective Division Head.</p> <p>Step 4. The Request for Overtime Form is returned to the employee once the Division Head approves it.</p> <p>In case the Division Head does not approve the request for overtime, he should personally inform and explain the reason to the superior of the employee.</p> <p>Step 5. When the employee has already rendered the overtime, he should accomplish the remaining information needed in the Request for Overtime form. The additional information includes the actual time in and time out of the employee and accomplishments on the day of the overtime. The original copy of the employee's timekeeping report should also be attached in the form.</p> <p>Step 6. The completed Request for Overtime Form should be submitted to his superior for signature.</p> <p>Step 7. The employee submits the form to the Payroll Master for the computation of the overtime pay.</p> <p>Step 8. The Request for Overtime Form is later submitted to the Division Head for signature.</p> <p>Step 9. The employee resubmits the form to the Payroll Master for inclusion to the nearest payroll period.</p>
Procedure Approval Authority:	Comptrollership – Payroll Section
References:	Employee Manual 2009 Request for Overtime Form
Definition:	
Help Page:	Comptrollership
Prepared by:	Planning, Funding and Development Office
Approved by:	 _____ Asst. Prof. Ariel delas Alas
Date of Approval:	

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