

Request for Additional Pay – Call Back

12.3 Eligible bargaining unit members called to report to work outside their regularly posted hours under instructions from their supervisor shall be entitled to a minimum of four times their regular hourly rate of pay regardless of the number of hours actually worked. When the point is reached where the actual hours worked provide compensation equal to the assured minimum, regular pay provisions shall apply.

If you work 2 hours, 39 minutes (2:39) or less:

- a) **OT Pay: Complete Section 1 and provide to supervisor for approval ASAP.** Call back pay will be applied to your current payroll deposit as additional pay if received and approved before noon on Monday, otherwise it will appear in next payroll deposit.
- b) **Comp Time: DO NOT COMPLETE CALL BACK FORM.** Enter time worked in eTime: (1) Enter additional hours as Comp Time Earned, (2) enter 2.7 hours in date/hours worked (3) enter in Comments--OT call back =<2:39.

If you work 2 hours and 40 minutes (2:40) or more:

- a) **DO NOT COMPLETE CALL BACK FORM** Enter time worked in eTime: (1) Select Extra Hours As drop down – Overtime or Comp Time Earned, (2) enter actual hours worked in date/hours worked (3) enter in Comments--OT call back =>2:40.

Section 1 – Completed by Employee and Supervisor			
Name: _____	OSU ID# _____		
Job Title: _____	Department: _____		
Pay Period #: _____	From: _____	to _____	Supervisor: _____
Call Back Reason: _____			
Date: _____	Begin Time: _____	End Time: _____	Total # Hours worked * : _____
_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

Section 2 – Completed by Department Office			
Hourly Rate: \$ _____ x 4.0 hrs reg. time * = Amount of Compensation: \$ _____			
Chartfield: ORG _____ FUND _____ ACCOUNT _____			
Additional Comments: _____			

_____	_____	_____	_____
Person Authorizing Additional Pay <small>(Please print)</small>	Date	Signature Authorizing Additional Pay	Date

Section 3 – Completed by OARDC HR			
_____	_____	_____	_____
Person Entering Additional Pay in HRIS <small>(Please print)</small>	Date	Signature Entering Additional Pay in HRIS	Date