

OVERLOAD & PAYROLL VOUCHERS POLICY & PROCEDURES **(Including Casual Wage Labor)**

To comply with auditor's recommendations, the following process has been established in the [Payroll Office](#) for Overload, Overtime Payroll Vouchers, and Casual Wage Labor Vouchers.

Any employees requesting overload or overtime pay will be required to provide an approved leave report if the time worked by the employee is during normal work hours.

Normal work hours for 12 months Unclassified and Classified employees are 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 11:30 am Friday. Normal work hours for Faculty include class teaching time, office hours and any other scheduled duties.

Requesting Agents are certifying duties were performed during the time recorded.

Approving Agents are certifying that these duties were performed and funds are available in the department's budget to pay these employees.

[Grants & Contracts](#) employees are certifying that funds are available in the restricted (funds beginning with 2) and agency (funds beginning with 8) account budgets.

Payroll vouchers for payment of overload pay for faculty and unclassified staff and overtime pay for classified staff and for casual wage labor will be routed as follows:

1. Employee must complete, sign and forward to Requesting Agent
2. Requesting Agent must sign and forward to Approving Agent
3. Approving Agent must sign and forward to [Grants and Contracts](#) if a restricted (funds beginning with 2) or agency (funds beginning with 8) account
4. For **Faculty and 12 Month Unclassified staff**, Approving Agent or [Grants & Contracts](#) must forward to [Budget Office](#) and Budget Office will forward to [Payroll](#)
5. For **Classified staff**, Approving Agent or [Grants & Contracts](#) will forward to [Payroll](#)

The [Payroll Office](#) employees will verify accuracy and completeness of time reports, all signatures are originals and verify these vouchers have not been duplicated from an earlier date. After these steps have been done, a file is made for each individual who has an overload, overtime voucher, or casual labor voucher. A copy of the voucher is kept in the folder with dates and times from the vouchers recorded on the calendar which is also kept in each folder.

The [Budget Office](#) employees will check accounts for overdrafts on a monthly basis. The Budget Office employees will contact departments to prepare budget adjustments if overdrafts have occurred. If funds are not available, departments will not be allowed to request any further overload, overtime pay, or casual wage labor.