



Overtime/Equivalent Time Authorization Form

Employee Requesting Overtime/EQ Time: _____

Date(s) of Overtime/EQ Time: _____

Purpose of Overtime/EQ Work: _____

Number of Equivalent Time hours requested: _____ Number of Overtime hours requested: _____

Employee Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

- Morehead State University pays time and one-half to nonexempt employees who exceed 40 hours of work time in a workweek.
- Hours worked include all time an employee is required or permitted to perform activities beneficial to the University and on the University's premises or at a prescribed location except for meals or other periods when the employee is free from duty.
- Work breaks or rest periods of short duration, such as a five (5) to fifteen (15) minutes are considered to be hours worked.
- Meal periods of thirty (30) minutes or more are considered non-work time.
- Travel time to and from work is not considered work time.
- The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday
- Paid leave, such as holiday, sick or vacation, does not apply toward work time
- See PSNE-5 for the University's complete policy regarding overtime pay.

To be completed once overtime/equivalent hours have been worked:

Dates and hours actually worked: _____

I certify that this is a true and correct claim of overtime incurred by me on the above dates.

Employee Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

This form is to be kept on file in the department for auditing purposes.

Email should be sent, from the supervisor to payroll@moreheadstate.edu that includes the employee's name, MSU id no., the total number hours of overtime and/or equivalent time worked and the pay period end date in which the overtime hours were worked.