**Overtime Submission Information**

* The overtime forms must be delivered to the Payroll Office no later than 11:00 on Monday, following the end of the pay period. We prefer them earlier if possible, so that we can complete the preparation work we need to do before we start the data entry process.
* The correct empl id must be indicated on the form.
* The employee and the supervisor must sign the overtime sheet. If the employee is not available to sign please forward the overtime sheet without the signature.
* The shift the employees worked that pay period must be indicated on the timesheet or the supporting documentation provided to the Payroll Office.
* Employees that are docked or not receiving full payment for the 40 hour work week will be paid straight time. The workweek is Saturday to Friday. Employees will only be compensated at the overtime rate for overtime hours accrued in excess of the normal hours of the established hours of the workweek.
* Holiday hours not worked for which an employee is compensated shall be regarded as hours worked for the computation of overtime in the work week.
* Hours worked on a holiday are not considered hours worked for the computation of regular overtime in the work week but shall be compensated at time and one-half in addition to the holiday credit.
* Emergency Overtime Rates are located on the Payroll website (see Understanding Your Paycheck). Information regarding rates and emergency job descriptions can also be found at: <http://www.state.nj.us/csc/about/publications/pdf/Compendium.pdf>
* Specific Information regarding overtime and emergency work can also be found in the applicable union contracts.
* If an employee shift changes or a new employee is hired that is scheduled for the 2nd or third shift, please complete the Notification of Shift form located on the Payroll website. Email the completed form to Josephine Murphy at murphy@tcnj.edu.