Process to report overtime

- All overtime worked must be documented on the Overtime Request and Report form [Link](http://college.lattc.edu/payroll/files/2009/05/Overtime-Nov-2014-Over6hrs.xls)

- **Section 1** must have complete information, including reason for request, maximum number of hours, expense estimate, account charge, and, with appropriate signatures.

- **Section 2** – For monetary compensation, the budget review will be verified by the Campus Payroll Office. If funds are not available, the budget manager will be notified to initiate an Electronic Budget Transfer Authorization (eBTA).

- **Section 3** – Campus Payroll Office will collect the signature of the Vice President of Administrative Services.

- **Section 4** - Time worked is to be recorded with exact start and stop times, including meal break (if applicable). Employees that report more than six (6) hours of overtime in a day, are required to report a minimum ½ hour (unpaid) meal break. ([Labor Code Section 512](https://cal劳工法512)).

- Time worked in excess of approved hours – emergency only – must be justified in an accompanying explanation.

**Note:** Supervisors should not sign Section 4 prior to the work actually being done. In this section the supervisor is attesting that the work was actually done and this cannot be done in advance.

For additional information please refer to: [HR Guide W-500 Overtime (Exhibit B-live link)](https://www.hrguide.com/w-500-overtime-exhibit-b.htm),

[**Labor Code Section 512**](https://cal劳工法512)

In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee.