

Additional Compensation Request for Non-Exempt Hourly Employees

Employee Name:
Base Hourly Rate:
Overtime Rate:
Current Department:
Department Requesting Additional Compensation:

Signatures

Must be obtained before work commences.

Primary Job Supervisor: _____ Date: _____

Add Comp Supervisor: _____ Date: _____

Employee: _____ Date: _____

Overtime Chart

Day & Date (MM/DD/YYYY)	Start Time/End Time	Number of OT Hours Worked	Total * OT Rate = OTP Amount
Saturday:			
Sunday:			
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:			
Total			

Calculation:

Total Number of OT Hours Worked * Overtime Rate = One-Time Payment Amount

Additional Information:

One-Time Payments (OTPs) shall be used to compensate employees for additional hours worked. The overtime rate must be paid accurately, adhering to the Fair Labor Standards Act (FLSA) requirement to calculate the new rate as part of the base rate.

Hourly employees will not receive additional compensation through allowance plans, as these methods do not accurately apply overtime rates for hourly employee types per FLSA requirements.

Per Permanent Memoranda 3 (PM-3), additional compensation is compensation above an employee's base rate for duties outside the scope of their primary job and beyond 100% effort (40 hours).

This document is a required attachment on the One-Time Payment action in Workday.

Justification:
