

## **Department of Human Resources - Agency Resource Center**

## **COMPENSATORY OR CASH OVERTIME REQUEST**

Department Requesting Change:
Type of Change (check beside one):
Compensatory Time in lieu of Cash
I agree to accept compensatory time in lieu of cash payment for overtime worked as of the beginning date of (Date must be on a Sunday and no earlier than current pay period being processed)
Cash in lieu of Compensatory Time  I agree to accept cash payment in lieu of compensatory time for overtime worked as of the beginning date of (Date must be on a Sunday and no earlier than current pay period being processed)
Employee Name (print)
Employee Payroll Title Class Code
Employee Edison ID Pay Group (e.g., 7SS, 28A or 28B)
FLSA Status (Non-exempt, No FLSA, *Executive)
Social Security Number
Employee's Signature Date
Supervisor's Signature Date

Exception Rules: If the request is an exception to overtime rules, the exception must be recommended by the appointing authority and approved in advance by the Department of Human Resources. Attach a copy of the document giving permission for the exception.

FLSA Defined: Non-exempt (Cash eligible); No FLSA (Comp eligible); \*Executive (not eligible to receive any overtime)

\*Executive – is an exemption defined by FLSA rules and is not the same as Executive Service

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