3-02/300.00 - Overtime and Paid Hours Worked Report

An FLSA Employee - Overtime Hours Worked Report form (SH-AD-678) shall be prepared for each separate period of overtime worked by FLSA covered employees on any given day. A report must be submitted regardless of whether the overtime worked was voluntary, ordered, paid, or saved, and must accurately reflect the number of overtime hours worked, to ensure proper compensation.

Form SH-AD-678 shall be used for the following types of overtime:

- Ordered overtime
- Voluntary overtime
- On-call overtime
- Overtime worked during an unusual occurrence with a control number
- Overtime worked under a special event contract with a control number
- Overtime worked under a private entity contract with a control number
- Overtime worked under a school district contract with a control number
- Call-back overtime

An FLSA Exempt Employee - Overtime Hours Worked Report form (SH-AD-678E) shall be prepared for each separate period of overtime worked by an exempt employee on any given day. A report must be submitted regardless of whether the overtime worked was voluntary or ordered, and must accurately reflect the number of overtime hours worked.

A Reserve Deputy - Paid Hours Worked Report form (SH-AD-678R) shall be prepared for each separate period of a paid assignment worked by a reserve deputy on any given day. A report must be submitted regardless of whether the paid assignment hours were voluntary or ordered, and must accurately reflect the number of hours worked to ensure proper compensation.

An employee’s failure to submit a report of hours worked on the applicable form shall result in a delay of overtime credit or pay, as no overtime shall be entered into the eHR Human Resources Management Application, without an approved applicable form.