BI-WEEKLY SALARY/MONTHLY PAYROLL OVERTIME FORM

FORM INSTRUCTIONS

The Bi-Weekly Salaried and Monthly Salaried Overtime Reporting Forms are identical and are color-coded. The OVERTIME REPORTING FORM required fields are as follows:

1. **TUid** – 9 digit Number
   Enter the employee’s Temple University Identification Number.

2. **NAME** – 30 character Alphanumeric
   Enter the name of the employee requiring an adjustment.
   Format: (LAST, FIRST MI).

3. **PAY END DATE** – 6 digit Numeric
   Enter the pay ending date for the pay period in which the overtime is processed.

4. **EARN TYPE** – Constant “OTF”

5. **RATE OF PAY** – 7 digit Numeric
   Enter the overtime amount to be paid.

6. **ACCOUNT KEY** – 13 digit Numeric
   Corp and Account fields are pre-printed.
   Enter the center number to be charged for the overtime.

7. **AUTHORIZED SIGNATURE**
   Obtain the appropriate printed name and authorized signature for the center specified.

8. Make a copy of the form for your records and forward the original to the Payroll Office, Room 201, University Services Building.
PAYMENT OF OVERTIME

PROCESS

The manner in which overtime is paid for an employee will depend upon the type of employee and payroll.

BI-WEEKLY-HOURLY

CURRENT PAY PERIOD

1. Overtime is paid to an employee using the pre-printed or blank Time Reports.

2. Enter the appropriate overtime earnings code and overtime hours worked on the pre-printed Time Report.

3. Enter an “X” in the Input Indicator field next to the blank transactions.

PRIOR PAY PERIOD

1. Overtime is to be submitted to the Payroll Office on a blank Time Report using a Late Pay (LX) transaction.

BI-WEEKLY-SALARIED EMPLOYEES

Overtime Payments are submitted to the payroll office using the Bi-Weekly Salary Overtime Reporting Form.

1. Enter the following instructions on the Overtime Form:
   - TUid
   - Employee Name
   - Pay End Date
   - Overtime Earnings Type
   - Overtime Amount
   - Center Number Charged

Overtime Payments are submitted to the payroll office using the Monthly Overtime Reporting Form.

Forward all overtime payments to the payroll office according to the Payroll Processing Calendar. Refer to page 36.2.2 – Payroll Processing Calendar for specific time and day.
MONTHLY EMPLOYEES

1. Enter the following information on the Overtime Form:
   TUid
   Employee Name
   Pay End Date
   Overtime Earnings Type
   Overtime Amount
   Center Number Charged

Forward all overtime payments to the Payroll Office according to the Payroll Processing Calendar. Refer to page 3.2.2 – Payroll Processing Calendar for specific time and day.