



CALIFORNIA STATE UNIVERSITY  
**Stanislaus**

FIRST, MIDDLE INITIAL, LAST NAME

DEPARTMENT

**Please Note:** All overtime is posted to the employee's current position. If you need alternate funding posted, you must contact HR for an additional position to be created.

**Authorization for  
Overtime**

POSITION NUMBER (Payroll use only)

271-

TIME BASE

**Note:** Please use current campus calendar to record time, do not use a traditional calendar. Log your time in and out including lunch breaks if taken.

| DATE               |     | TIME OF DAY<br>MILITARY TIME |    | TOTAL<br>HOURS<br>AUTHORIZED | REQUESTING<br>CTO = W<br>PAY = P | MILITARY<br>TIME CHART   |
|--------------------|-----|------------------------------|----|------------------------------|----------------------------------|--|
| SELECT MONTH       | DAY | FROM                         | TO |                              |                                  |  |
|                    | 31  |                              |    |                              |                                  | 12:00 AM = 2400 (Midnight)   |
|                    | 1   |                              |    |                              |                                  | 01:00 AM = 0100 HOURS  |
|                    | 2   |                              |    |                              |                                  | 02:00 AM = 0200 HOURS  |
|                    | 3   |                              |    |                              |                                  | 03:00 AM = 0300 HOURS  |
|                    | 4   |                              |    |                              |                                  | 04:00 AM = 0400 HOURS  |
|                    | 5   |                              |    |                              |                                  | 05:00 AM = 0500 HOURS  |
|                    | 6   |                              |    |                              |                                  | 06:00 AM = 0600 HOURS  |
|                    | 7   |                              |    |                              |                                  | 07:00 AM = 0700 HOURS  |
|                    | 8   |                              |    |                              |                                  | 08:00 AM = 0800 HOURS  |
|                    | 9   |                              |    |                              |                                  | 09:00 AM = 0900 HOURS  |
|                    | 10  |                              |    |                              |                                  | 10:00 AM = 1000 HOURS  |
|                    | 11  |                              |    |                              |                                  | 11:00 AM = 1100 HOURS  |
|                    | 12  |                              |    |                              |                                  | 12:00 PM = 1200 (NOON)   |
|                    | 13  |                              |    |                              |                                  | 1:00 PM = 1300 HOURS   |
|                    | 14  |                              |    |                              |                                  | 2:00 PM = 1400 HOURS   |
|                    | 15  |                              |    |                              |                                  | 3:00 PM = 1500 HOURS   |
|                    | 16  |                              |    |                              |                                  | 4:00 PM = 1600 HOURS   |
|                    | 17  |                              |    |                              |                                  | 5:00 PM = 1700 HOURS   |
|                    | 18  |                              |    |                              |                                  | 6:00 PM = 1800 HOURS   |
|                    | 19  |                              |    |                              |                                  | 7:00 PM = 1900 HOURS   |
|                    | 20  |                              |    |                              |                                  | 8:00 PM = 2000 HOURS   |
|                    | 21  |                              |    |                              |                                  | 9:00 PM = 2100 HOURS   |
|                    | 22  |                              |    |                              |                                  | 10:00 PM = 2200 HOURS  |
|                    | 23  |                              |    |                              |                                  | 11:00 PM = 2300 HOURS  |
|                    | 24  |                              |    |                              |                                  | <b>TIME CONVERSION CHART</b><br><br>MINUTES = TENTHS<br>1 - 6 = .1<br>7 - 12 = .2<br>13 - 18 = .3<br>19 - 24 = .4<br>25 - 30 = .5<br>31 - 36 = .6<br>37 - 42 = .7<br>42 - 48 = .8<br>49 - 54 = .9<br>55 - 60 = 1.0 |
|                    | 25  |                              |    |                              |                                  |  |
|                    | 26  |                              |    |                              |                                  |  |
|                    | 27  |                              |    |                              |                                  |  |
|                    | 28  |                              |    |                              |                                  |  |
|                    | 29  |                              |    |                              |                                  |  |
|                    | 30  |                              |    |                              |                                  |  |
|                    | 31  |                              |    |                              |                                  |  |
|                    |     |                              |    |                              |                                  |  |
|                    |     |                              |    |                              |                                  |  |
| <b>TOTAL HOURS</b> |     |                              |    |                              |                                  |  |

REASON FOR EXTRA HOURS

**CERTIFICATION OF EXTRA HOURS WORKED  
EXTRA HOURS HAVE BEEN WORKED AS INDICATED ABOVE**

EMPLOYEE SIGNATURE

DATE

APPROVED (SUPERVISOR OR DEPARTMENT HEAD)

DATE

**PAYROLL PROCESSING USE ONLY**

BATCH TOTAL

BATCH NUMBER

DATE

KEYED BY

CLEARED BY