



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.

POSITION NUMBER (Payroll use only)

TIME BASE

271-

Emergency Pay Authorization

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

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