



# MEMORANDUM

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DATE: January 14, 2013  
TO: **All STAFF**  
FROM: Human Resources  
SUBJECT: **Recording of Approved Overtime**

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Further to the memo on overtime recently distributed by your Business Unit Manager, please ensure your pre-approved overtime is properly documented following the procedures outlined below; no time will be recognized unless it is properly documented and approved.

The attached **Premium Payment Authorization Form** must be completed in all instances (**lieu time and paid overtime**) and must be fully signed off by both the manager and employee and forwarded to Jennifer Dionne in pay and benefits for processing.

In addition, for employees who record their time in WIN, please ensure you are also recording your **lieu time** through the Time Reporting module so there is a formal record.

Thank you for your attention to this matter. **Premium Payment Authorization Form** is attached with this memo and will also be posted on the "employee only" portion of our website.

Human Resources

**PREMIUM PAYMENT AUTHORIZATION FORM**

Use form to report **prior-authorized** premium hours worked, i.e. Overtime, Travel Time or Call Back

Complete Parts A and B, sign and have authorized by manager/supervisor

Forward to Payroll for processing

Part A - EMPLOYEE INFORMATION							
Employee Name				WIN ID			
Reporting Period							
From		To					
_____		_____		_____		_____	
(yyyy/mm/dd)		(yyyy/mm/dd)					
Part B - PREMIUM HOURS							
Date	Earning Type	Start Time	Stop Time	Hrs Worked	Paid	Banked	Payroll Use
Employee Signature					Date		
Manager/Supervisor Name					Date		
Manager/Supervisor Signature							