Training Topics:

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Terms

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Fair Labor Standards Act (FLSA)

-
  worked over 40

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Overtime Approval

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  -

  - in advance

    Overtime Approval

  -

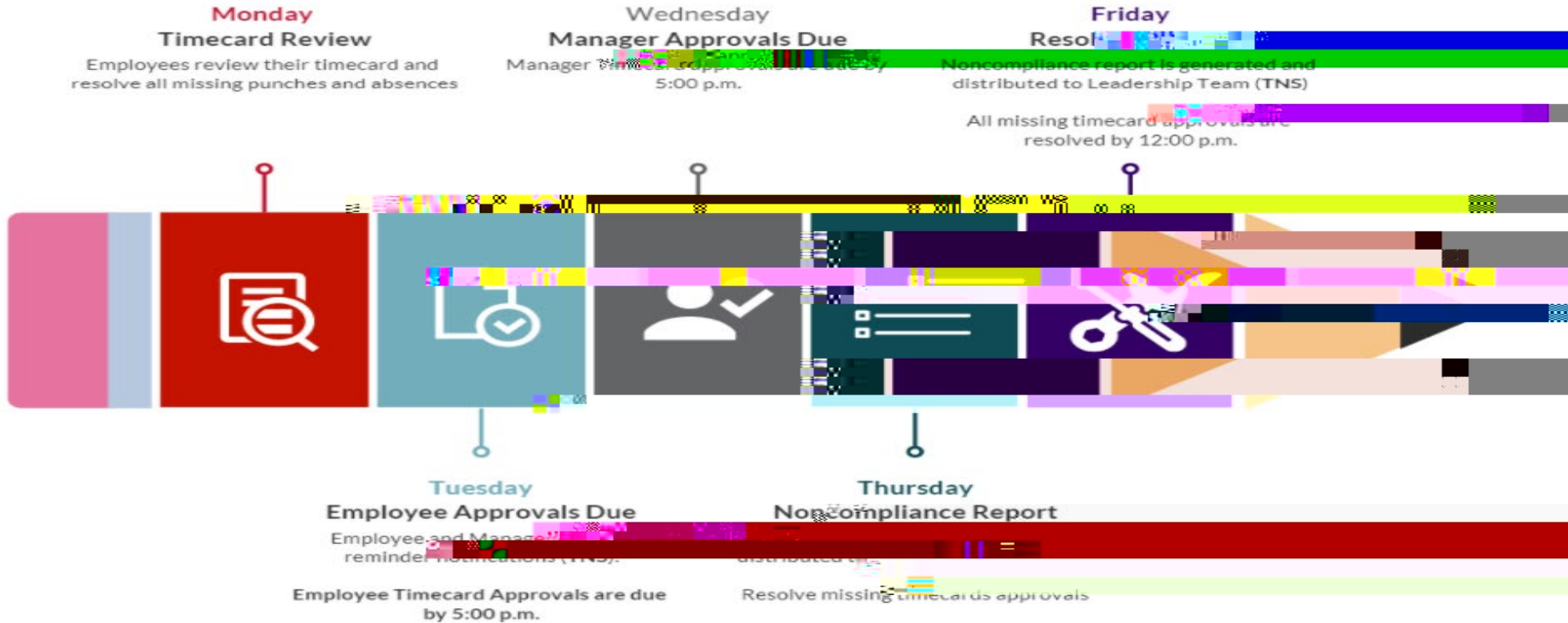# Overtime Approval

Fort Worth ISD Procedures continued

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Timecard Review and Approval

Timecard Approval Timeline

Every Timecard Reviewed and Approved

Monday
Timecard Review
Employees review their timecard and resolve all missing punches and absences

Tuesday
Employee Approvals Due
Employee and Manager reminder notifications (TNS).
Employee Timecard Approvals are due by 5:00 p.m.

Wednesday
Manager Approvals Due
Manager Timecard approvals are due by 5:00 p.m.

Thursday
Noncompliance Report
distributed to
Resolve missing timecards approvals

Friday
Resol...
Noncompliance report is generated and distributed to Leadership Team (TNS)
All missing timecard approvals are resolved by 12:00 p.m.

Monitoring Overtime Hours

- A monthly report of overtime hours will be sent to supervisors from the Payroll Department.

- Supervisors are required to review this report on a regular basis and address any overtime not approved via the [Overtime Approval](#) system before the work was performed.

Monitoring Overtime Expenditures

- Staff responsible for monitoring budgets should review Year to Date budget reports (object code 6121) to ensure their overtime budgets are not exceeded.

- Staff responsible for monitoring budgets can access the [Employee Overtime Pay Report](#) to review employee overtime pay totals by year, month and location.

Fort Worth