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## Overtime Exception Reporting Form for Part-Time Faculty Paid on a Salaried Basis

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You are paid on a salaried monthly basis, and your professional work responsibilities meet the “*duties test*” for exemption under the Fair Labor Standards Act (FLSA). Because your appointment is part-time, however -- and because your duties are not considered “primarily teaching” – your appointment does not satisfy the minimum “*salary test*” of \$913/week to be considered exempt from overtime requirements under FLSA rules.<sup>1</sup> As a result, your position must be treated as “overtime eligible,” or non-exempt, if you work over 40 hours in a given week.

Given the fact that your appointment and effort are part-time, it would be unusual for you to have a week in which you work – and thus must report an exception -- beyond forty hours. However, if you ever do have such a week, you must report the overtime on this form, and you will be compensated for those overtime hours in accordance with the FLSA.

**Use this monthly exception form to report any time that you WORK  
beyond 40 hours in any week that ends during a reporting month.**

### **Instructions:**

1. Print, complete, sign, and scan this Overtime Reporting Form and submit it via email to your supervisor or department head by the **10th of the month** following the end of any month in which you worked over 40 hours in any week.
2. The Supervisor or Department Head must also verify, sign, and scan the form to Payroll ([payroll@vanderbilt.edu](mailto:payroll@vanderbilt.edu)) by the **20th of the month** for payment by the end of the month.

### **Notes:**

1. Payroll weeks begin on Sundays and end on the following Saturday. Weeks that start in one month and end in the next month are reported for the latter month’s payroll.

*Example: The workweek that runs Sunday, 01/23/2017 thru Saturday, 02/04/2017, must be submitted in time for the February 2017 monthly payroll deadline.*

2. Overtime costs will charge proportionately to base salary funding source(s).

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## OVERTIME EXCEPTION REPORTING FORM

Last Name:		First Name:	
Job Title:		Employee ID:	
Campus Email :		Campus Phone Extension:	
Home Dept Name:			

I worked (not including paid or unpaid time off) more than 40 hours during the following week(s) last month:

Week Start Date (Sunday) XX / XX / 20XX	Week End Date (Saturday) XX / XX / 20XX	# of Hours Worked beyond 40 in this Week & Reason	
		HOURS	REASON

**EMPLOYEE CERTIFICATION:** By submitting this form, I certify that the hours I reported beyond 40 in any week are an accurate reflection of my actual time worked. I understand that intentionally or willfully falsifying time records is a violation of University policy that may result in disciplinary action, up to and including termination of employment, and I may also be subject to civil and criminal prosecution.

Signature:	Date:
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**SUPERVISOR/DEPT HEAD CERTIFICATION:** By submitting this form, I certify that I have reviewed the hours reported by the above-named employee and find the information to be accurate and complete to the best of my knowledge, and appropriate for payment.

Supervisor Signature:	Date:
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Supervisor Name (Print):	Campus Phone:
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Supervisor Campus Email:
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### SUPERVISOR/DEPARTMENT HEAD -- SUBMIT TO PAYROLL

Form must be **received** by University Payroll no later than the 20th of the month following the month in which overtime was worked  
 SCAN form and email to: [payroll@vanderbilt.edu](mailto:payroll@vanderbilt.edu)  
 Or Campus-Mail form to: Vanderbilt University: Payroll, PMB # 407718, 2301 Vanderbilt Place, Nashville, TN 37240-7704  
 Or Hand-Deliver form to: HR Office, 110 21st Avenue, Tenth Floor, Nashville, TN 37203  
 Please keep a copy for your records.

<sup>1</sup> effective December 1, 2016 or later

University HR Payroll Office Use Only	
RECEIVED BY HR (DATE):	
Entered by _____	Audited by _____