

## Make-Up Time Request Instructions

Employees can use the Make-Up Time Request form to request make-up time – without daily overtime pay – for work time lost because of personal reasons.

- Use a blank Make-Up Time Request form for this purpose. It is available at the Payroll Dept. Website <http://services.pepperdine.edu/finance/forms/pay-timesheet.pdf>.
- Complete all fields in the Make-Up Time Information section.
- Employee must print name and sign the Make-Up Time Request form in the space provided.
- Supervisor must verify the Make-Up Time hours, print name, and sign the Make-Up Time Request form in the space provided.
- Separate requests must be made and approved for *each work week*.
- Make-up time plus regular hours worked may *not exceed 11 hours* in a day.
- Supervisory approval must be obtained on this form *before* the make-up time is worked.
- Supervisors may not ask employees to request make-up time.
- The Payroll Dept. must be in receipt of the approved form *by 10:00 A.M. on Monday of the following week*.

**Example:**

The employee will miss 3 hours on Monday, April 02, 2007. He/She is going to make up the time as follows:

- 1 hour on Tuesday, April 03, 2007
- 1 hour on Wednesday, April 04, 2007
- 1 hour on Thursday, April 5, 2007

**Make-Up Time Information** (to be completed by the employee)

I hereby request to work additional hours to make up work time I missed due to a personal obligation. Upon approval, I will work the make-up hour(s) **in the same workweek** during which the time was lost as indicated below.

The scheduled work hours missed are:

3	04/02/2007		
Hours / Date	Hours / Date	Hours / Date	Hours / Date

I wish to make up the lost time of 3 hour(s) **in the same workweek** by working additional hour(s) on:

1	04/03/2007	1	04/03/2007	1	04/03/2007
Hours / Date	Hours / Date	Hours / Date	Hours / Date	Hours / Date	Hours / Date

I understand that if this request is approved, the make-up hour(s) will be paid at my *normal hourly rate* and not considered overtime.

	Jane Doe	04/02/2007	1234
Employee (Signature)	Print Name	Date	Extension

Campus-Wide ID 123456789

