

**POLICY 6  
OVERTIME****Rule 6.08 - Overtime Records**

Employing units shall record hours worked for each employee eligible for overtime payments and, where applicable, employees shall sign their records of hours worked. Any paid time within an employee's basic work schedule will count as hours of work toward the accumulation of overtime in any workweek. All hours worked and other payments due to the employee shall be promptly reported so that all wages, including overtime, may be paid in full on payday. Unit heads are responsible for the correct computation of straight time and overtime hours due an employee.