



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To: University Police Department**

**From: Chief Marty Williamson**

**Date: June 28, 2017**

**Subj: Directive for Overtime and Time Off Slips**

## **Directive 17-1**

In an effort to better track our overtime and time off for UPD employees and to insure timely submittals for tracking and payment to staff, the following directive will be effective July 1, 2017.

1. Time off or Overtime slips are requested to be submitted immediately after the event or return to work the following day. However, slips will be submitted no later than 24 hours after the event or return to work from time off.
2. All slips will be submitted to the Overtime/Time Off Box located outside of Dispatch for supervisor approval.
3. The oncoming supervisor, or Lt. in place of a supervisor, will check the box for slips daily. After reviewing each slip and verifying the hours are correct, the supervisor or Lt. will sign the forms and return the last copy of the form to the submitting employee. The remaining **overtime** copies and original will be submitted to Lisa McQuin. The **time off** slip will be submitted to Sally.
4. Lisa will review all signed overtime slips. She will add the chartfield to the slips on the bottom corner. She will initial all slips regardless if a chartfield is added. Lisa will take a copy of the form and submit all forms to Sally for payroll within 24 hours of receipt of the slips.
5. When overtime is worked and it is near the payroll submittal deadline for Sally, and the slips are needed to be submitted promptly, if Lisa is not available, contact the Chief. If he is unavailable contact Lisa by text or cell phone for information on the correct chartfield.