SUBJECT: OVERTIME REPORT, FORM 02.24.00 – REVISED

PURPOSE: This Order revises the Overtime Report, Form 02.24.00, often referred to as a “greenie,” to include a triplicate copy. To facilitate the documentation for reimbursement, a triplicate copy (pink) has been added to assist in the documentation of daily overtime shifts worked. Overtime worked outside of a reimbursable overtime detail does not require the distribution of the pink copy.

PROCEDURE: OVERTIME REPORT, FORM 02.24.00 – REVISED. The Overtime Report, Form 02.24.00, has been revised. The color sequence of the form will be as follows: white, yellow, and pink. The new form will be pre-printed in green font. In addition, the City-issued employee identification number shall be the only acceptable number listed in the EMPLOYEE ID (EID) box.

A. **Use of Form.** This form shall be used by Department employees requesting compensation for overtime hours worked and for reporting previously-accrued time used. Overtime worked in support of a reimbursable program, i.e., cash details, shall require the distribution of the pink copy to the entity facilitating the program.

B. **Completion.** Department employees shall ensure that all appropriate boxes are completed and are clearly visible on all copies prior to distribution.

C. **Distribution.**

1 – Original (white), to be filed at the divisional level for five years.

1 – Copy (yellow), to be given to the employee for his or her personal records.

1 – Copy (pink), to be kept by the entity managing the reimbursable overtime program for documentation and reimbursement.

3 – TOTAL

**FORM AVAILABILITY:** The revised Overtime Report is available from Publishing Services, Department of General Services, by submitting a Supply Order Form, Form 15.11.00, to the Supply Section, Fiscal Operations Division. The original Overtime Report shall continue to be used for all overtime not related to reimbursable overtime programs, until depleted.

**AMENDMENT:** This Order revises the Overtime Report to include a triplicate copy. The “Form Use” link applicable to the Overtime Report has been updated and is accessible in E-Forms on the Department’s Local Area Network.
AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION “D”
02.24.00 OVERTIME REPORT, FORM 02.24.00.

02.24.00-01 Use of Form. This form shall be used by Department employees requesting compensation for overtime hours worked and for reporting previously-accrued time used. **Overtime worked in support of a reimbursable program, i.e., cash details, shall require the distribution of the pink copy to the entity facilitating the program.**

02.24.00-10 Completion. Department employees shall ensure that all appropriate boxes are completed and are clearly visible on all copies prior to distribution.

02.24.00-80 Distribution.

1 - Original (white), to be filed at the divisional level for five years.
1 - Copy (yellow), to be given to employee for his or her personal records.
1 - Copy (pink), to be kept by the entity managing the reimbursable overtime program for documentation and reimbursement.

3 - TOTAL