

## Reporting Hours Over Appointment (HOA) for Part-Time Permanent Classified Employees & Overtime-Eligible Part-Time Permanent Professional Staff Employees

- Working HOA must be approved by your supervisor. To request to work HOA, complete a "[Request for Overtime and Hours Over Appointment Approval](#)" Esign form.
- HOA are hours reported on your timesheet to represent hours worked over and above your appointment percent. For example, if you are a 50% employee, you're scheduled to work 20 hours per week. If you work over 20 hours, report those hours as HOA.
- You should work the number of hours required for your appointment percent BEFORE you report HOA.
- HOA is paid at straight time.
- Remember to include your HOA as hours worked for positive time reporting. For example, if you are a 50% employee and you normally work 4 hours per day, Monday – Friday but Friday you work 5 hours, report 5 hours worked and 1 HOA on that Friday.
- Report overtime (OVT) or comp time (CTO) for any hours worked above 40 hours in a workweek. This is paid at the overtime rate of one and one-half times your regular rate of pay.
- Western's workweek is Monday – Sunday

### Example Timesheet

Appointment Percent: 60%

Number of hours in workweek: 24 (40 x 60%)

<b>Typical work schedule:</b>	Monday	6 hours	<b>Non-typical work schedule:</b>	Monday	8 hours
	Tuesday	4 hours		Tuesday	6 hours
	Wednesday	8 hours		Wednesday	8 hours
	Thursday	6 hours		Thursday	8 hours
	Friday	0 hours		Friday	8 hours
	Saturday	0 hours		Saturday	4 hours
	Sunday	0 hours		Sunday	0 hours
<b>TOTAL</b>		<b>24 hours</b>	<b>TOTAL</b>		<b>42 hours</b>

How timesheet should be completed for the **non-typical work schedule** (note: OVT or CTO can be used):

Earning	Total	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Total Hours Worked Each Day	42	8	6	8	8	8	4	
Hours Worked Over Appt Percent *	16				6	8	2	
Overtime Pay or Comp Overtime **	2						2	

\*Hours Worked Over Appt Percent: 40-24 = 16

\*\*Overtime Pay or Comp: 42-40 = 2