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November 5, 2020

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-001**

To: All Line Agency and Department Heads  
From: Director, Department of Administration  
Subject: **Overtime Reporting and Time Sheets**

**Buenas yan Hafa Adai!**

Late and delayed overtime payments may be non-compliant with federal statute contributes to low levels of morale and is often the subject of repeated media inquiries. It is the policy of the Department of Administration that overtime worked be compensated promptly and fully when mandated or permitted by prevailing circumstances. Liability for overtime begins as soon as overtime is worked. Authorization for overtime worked should be documented on time records promptly for overtime worked must be compensated in accordance with regulations.

Effective January 3, 2021, Overtime will be reported on the same time sheets for each two-week pay period as standard time. Any remaining payments due for COVID-19 hazardous pay may be reported separately.

DOA/Payroll will circulate standard time sheets incorporating overtime, night differential, occupation-based differentials and other compensation elements. These are to be used by all agencies/departments for time reported on or after January 3, 2021.

Should you have any questions, please do not hesitate to call my office at 475-1101/1250.

**Si Yu'os Ma'ase!**



EDWARD M. BIRN