



University of Colorado **Denver** | **Anschutz**

Request to Redefine Workweek - Overtime-Eligible Employees

The standard work week for the University of Colorado is 12:01 a.m. Sunday, through 12:00 midnight, the next Saturday. Any change in this work week for employees who are eligible for overtime requires approval by central HR Compensation before implementation.

Please complete and submit to HR.Compensation@ucdenver.edu

Department Name

Employee Name/Employee ID#

Position #

Redefined work week (Note that 9/80 schedules must start at 12:01pm and end at 12:00 pm)

Day _____

Time start: 12:01 pm

Time end: 12:00 pm

Example: Work week begins Friday at 12:01 p.m. and ends the following Friday at 12:00 p.m.

Overtime compensation will be earned if an employee earns more than 40 hours

Schedule change date (Note that the start date of the schedule must be the same day of the week as above)

Start date (mm/dd/yyyy)

End date (if applicable)

Signatures and date

Employee

Date

Supervisor

Date

HR APPROVAL

Name

Date