

Sample Form SC-0104B, Structure Construction Preauthorization Overtime Log by Unit

STRUCTURE CONSTRUCTION PREAUTHORIZATION OVERTIME LOG
BY UNIT

DEPARTMENT OF TRANSPORTATION
STRUCTURE CONSTRUCTION
SC-0104B (NEW 12/17/13)

1. Senior Name (Print or Type): Sam McKenzie		2. Unit Number: 69-643-101	3. Month-Year: September-13	4. Area Construction Manager Name Henry Kizhner			OT Must be Documented in Daily Report ¹				
5. Employee Name	6. Date of Request	7. # OT Hours Requested**	8. Time period for OT Hours Requested*** / Date OT worked	9. Project Identifier	10. Reason for Overtime/Product Produced	11. **Reason for Approval Enter A, B, C, D, E	12. Date Approved	13. Supervisor's Signature	14. Time OT Starts	15. Time OT Ends	16. Total Time This Shift
Tom Thomas	9/13/2013	4	9/14/2013 07-188004	07-188004	Weekend work-Approach slab concrete pour	A	9/13/2013		0900	1300	5
Andrew Alvarado	9/16/2013	8	9/16 & 9/17/13	07-132344	Night work for falsework erection	A, B	9/13/2013		2100	0500	8
Tony Freeman	9/18/2013	4	9/18/2013	07-155432	Extended shift for concrete deck pour	A, B, C	9/13/2013		1530	1700	1.5

SAMPLE

¹ Use 24 Hour Clock, log the time OT starts and ends.
^{**} A. Work required full-time inspection that cannot be deferred and must be inspected during the work shift (work performed adjacent to public traffic, pile driving, and concrete placement).
^{**} B. Work required to ensure the safety of the traveling public.
^{**} C. Fair Labor Standards Act (FLSA) travel.
^{**} D. Field office work required to ensure timely response to the contractor in order to not delay the controlling item of work.
^{**} E. Work to ensure quality and safety compliance during an emergency response.
¹ Document overtime in Assistant Structure Representative's Daily Report.
^{***} Overtime for more than one day can be requested; however the "Actual OT Worked" must identify Time OT Starts and Time OT Ends.
Bridge Construction Engineer may attach supporting documents if necessary.