

Sample Form SC-0104A, Structure Construction Preauthorization Overtime Log by Employee

**STRUCTURE CONSTRUCTION PREAUTHORIZATION OVERTIME LOG
BY EMPLOYEE**

DEPARTMENT OF TRANSPORTATION
STRUCTURE CONSTRUCTION
SC-0104A (Formerly DH-OS C21)
(Rev. 12/17/13)

| 1. Employee Name (Print or Type): Beau Bridge Jul-13 | | 2. Employee ID: ST23456 | | 3. Perm Dist-Unit: 59-540-xxx | | 4. Structure Representative Name: Joe Bossman | | 5. FY Balance from Previous Month: | | 5. FY Balance from Previous Month: | | |
|--|--|----------------------------|--|---|--|--|---------------------------------------|--|-------------------|---------------------------------------|----------------|----------------------|
| 7. First Line Supervisor Name: Biggs Bosse | | 11. Project Identifier | | 12. Reason for Overtime/Product Produced | | 13. **Reason for approval enter A, B, C, D, E | | 14. OT Must be Documented in Daily Report ¹ | | 15. Date approved | | |
| 9. # OT Hours Requested ^{***} | 10. Time period for OT Requested ^{***} / Date OT worked | 11. Project Identifier | 12. Reason for Overtime/Product Produced | 13. **Reason for approval enter A, B, C, D, E | 14. OT Must be Documented in Daily Report ¹ | 15. Date approved | 16. First Line Supervisor's Signature | 16. Time OT Starts* | 17. Time OT Ends* | 18. This Month | 19. This Month | 20. This Fiscal Year |
| 18 | Week of 7/7/13 | 03-105104 | Pile Driving week of July 7, 2013 | A | | 7/7/2013 | <i>Biggs Bosse</i> | | | 0.0 | 25.0 | 25.0 |
| | 7/8/13 | 03-105104 | Pile Driving 16-0016 Bt 2L, 1-5 | | | | | 1500 | 1700 | 2.0 | 2.0 | 27.0 |
| | 7/9/13 | 03-105104 | Pile Driving 16-0016 Bt 2L, 1-5 | | | | | 1500 | 1600 | 1.0 | 3.0 | 28.0 |
| | 7/10/13 | 03-105104 | Pile Driving 16-0016 Bt 2L, 1-5 | | | | | 1500 | 1700 | 2.0 | 5.0 | 30.0 |
| | 7/11/13 | 03-105104 | Pile Driving 16-0016 Bt 2L, 1-5 | | | | | 1500 | 1700 | 2.0 | 7.0 | 32.0 |
| | 7/12/13 | 03-105104 | Pile Driving 16-0016 Bt 2L, 1-5 | | | | | 1500 | 1700 | 2.0 | 9.0 | 34.0 |
| | 7/13/13 | 03-105104 | Pile Driving 16-0016 Bt 2L, 1-5 | | | | | 0600 | 1430 | 8.0 | 17.0 | 42.0 |
| 4 | 7/15/13 | 03-105104 | Deck pour on 25-0016 | A | | 7/16/2013 | <i>Biggs Bosse</i> | 1530 | 1930 | 4.0 | 21.0 | 46.0 |
| 2 | 7/17/13 | 03-105104 | Polyester placement on 15-4050 | A | | 7/16/2013 | <i>Biggs Bosse</i> | 1530 | 1730 | 2.0 | 23.0 | 48.0 |
| 2 | 7/19/13 | 03-105104 | Polyester placement on 11-4073 | A | | 7/16/2013 | <i>Biggs Bosse</i> | 1530 | 1730 | 2.0 | 25.0 | 50.0 |
| 4 | Week of 7/21/13 | 03-105104 | Final Falsework Submittal Review-due 7/26/13 | D | | 7/19/2013 | <i>Biggs Bosse</i> | | | 25.0 | 50.0 | 50.0 |
| | 7/24/13 | 03-105104 | | | | 7/19/2013 | | 1530 | 1730 | 2.0 | 27.0 | 52.0 |
| | 7/26/13 | 03-105104 | | | | 7/19/2013 | | 1530 | 1730 | 2.0 | 29.0 | 54.0 |
| | | | | | | | | | | | 29.0 | 54.0 |
| | | | | | | | | | | | 29.0 | 54.0 |
| | | | | | | | | | | | 29.0 | 54.0 |
| | | | | | | | | | | | 29.0 | 54.0 |
| | | | | | | | | | | | 29.0 | 54.0 |
| | | | | | | | | | | | 29.0 | 54.0 |

*Use 24 Hour Clock, log the time OT starts and ends.
 ** A. Work requiring 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.