



## People Department

January 13, 2023

To: All DC37 and CWA employees (NYCT payroll)

This memorandum is to inform you that, effective the pay period beginning December 17, 2022, when you work beyond your regularly scheduled hours and elect to receive compensatory (overtime bank) time, you should expect to see approved overtime as a bank bonus on the last day of the week in purple text (when you exceed 5:00 of overtime bank weekly Saturday-Friday). It will not appear on your paycheck, but can be viewed in Kronos in your Overtime Bank. If you are due to receive compensatory overtime, you will see this change in Kronos on or about the second week of January, 2023. You will receive compensatory time at a rate of one-and-one-half times your regular rate after working more than 40 hours a workweek, as provided under the relevant collective bargaining agreement.

This is also a reminder that you must continue to record and report all hours that you work and that you must receive pre-approval before working any overtime. The overtime approval process has not changed. You should swipe-in and swipe-out when you begin and end your work day and when you begin and end your lunch period.

If you have any questions, please contact the Business Services Center at

(646) 376-0123.

Thank you,

MTA People Department

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### **MTA Employee Communications**

2 Broadway, New York, NY, 10004

You are receiving this email as an MTA employee.

[Contact us](#) with feedback, ideas, and submissions.