

## Overtime/Backfill Reimbursement Checklist for Training and Exercises

- Did the municipality provide a cover page with the total amount requested?
- Summary page signed by an **authorized official**. This should include name, date of event, rate of pay, hours, benefits by percentage, and total.
- Completed OT/BF form signed by an **authorized official**.
- Volunteer statement (if applicable) signed by an **authorized official**
- Payroll documentation or Call/Volunteer Pay Later form signed by an **official authorized to sign payroll**.
- Breakdown of benefits being requested (i.e. percentages for each)  
Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, Unemployment Compensation and retirement
- Check to be sure everyone has either a certificate for the training or is included on the sign-in sheet for an exercise.
- Verify that the hours requested do not exceed the hours at the event. Please provide a written statement of the hours if they exceed the hours on the agenda or the hours on the certificate.
- On the summary sheet, sum all rows and columns for accuracy. Make sure hours do not exceed the hours spent at the event. Make sure that the \$650 / per person per day for salary plus allowed benefits in total is not exceeded.
- Verify that the correct percentage was used for retirement.  
The current figures can be obtained from the NHRS website at any time.  
Only the municipality's portion can be reimbursed, not the state's portion
- Check that percentages were given for all other benefits: SS, Medicare, WC, Unemployment. Some rates vary from town to town or even person to person.
- Verify that the correct payroll has been attached. Make sure it covers the date of the event. Some payrolls indicate the exact date of the OT, some only that it was worked during that pay period. Either is okay.
- Verify that people are not backfilling for others AND attending the event on the same day.
- Verify that people are only getting paid for time "in class" or "at the event". They cannot get paid overtime the night before an event so that someone can attend the event for following day.