



Clerical-Technical Union
of Michigan State University

WORK OVERFLOW FORM CTU of MSU

This form should be used in the event that too many tasks have been assigned to complete in a required amount of time. It should be submitted to your supervisor as a request to prioritize your tasks in the order of importance with an updated and reasonable completion date. Please make two copies. Keep one for yourself and give the other to your Union Representative or the CTU office via mail or fax. (Address: CTU of MSU, 2990 E. Lake Lansing Rd., East Lansing, MI 48823-2281; Fax: 353-3284.)

Name of CT: _____

Date Submitted: _____ Time: _____

Department: _____

Classification: _____

The tasks listed below have been assigned to me with an expected completion deadline. I may not be able to complete all of these assignments on time. Please prioritize these tasks in order of importance and include an updated and reasonable completion deadline. I will continue to work on these tasks in the order listed below unless otherwise instructed by you. Your assistance will be greatly appreciated.

Task		Original Completion Deadline	Supervisor Rating of Priority (1, 2, or 3)	Updated Completion Deadline by Supervisor
Description	Assigned By			

Supervisor Name: _____ Signature: _____ Date: _____

Please check here if you are authorizing overtime.

Employee:

Please check here if your supervisor did not respond in time to allow work to proceed on a prioritized basis. Date sent to UR or CTU Office after response or non-response: _____