



Payroll Department  
**Overtime and Additional Hours Worked**  
**Non-Instructional Employees**

School/Department:\_\_\_\_\_ Beginning/Ending Payroll Dates:\_\_\_\_\_

Please Note: Hours physically worked up to 40 (Sunday through Saturday) are paid at 1.0 x hourly rate.  
Hours physically worked in excess of 40 (Sunday through Saturday) are paid at 1.5 x hourly rate.

**Please submit by workweek, not by pay period**

Employee(s) listed below are entitled to overtime pay as per the guidelines for overtime pay.

Employee ID	Employee Name	Date(s) Worked	Reason	OT Hrs. x 1.0	OT Hrs. x 1.5	Employee Initials

Fund	Type	Function	Object	Center	Project	SubProj	Program	Total Hours
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Immediate Supervisor:\_\_\_\_\_ Date:\_\_\_\_\_

Assistant Superintendent:\_\_\_\_\_ Date:\_\_\_\_\_

Verified by Payroll:\_\_\_\_\_ Date:\_\_\_\_\_

**Daily Time Sheet for Payroll Must Be Attached**