



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	L2	Date(s) Worked	Reason	Hours x 1.0	Hours x 1.5	Empl. Initials	Record Type

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

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