Overtime Report for Classified Employees

Instructions:

- 1. Obtain advanced authorization to work overtime from your Dean or Vice President.
- 2. Report overtime hours in the appropriate date space (hours worked in excess of eight a day and/or forty per week).
- 3. Reporting Period is from the 16^{th} of the month through the 15^{th} of the following month.
- 4. Overtime Report is due in Payroll Services on the 16th of each month, and is paid on the last working day of the month, together with your regular salary.

DO NOT USE PENCIL

Reporting Period fro	om /16/		through	1	/15/	
	Month Day	Year		Month	Day	Year
Employee's Name			EMPLID			
Last	First	Ι				

Indicate number of hours to be paid and/or to be granted as compensatory time.

Number of hours to be paid ______ Number of hours granted as compensatory______

DEPARTMENT NAME:

Account Number

Code	Account	Department	Program	Project/Grant	%

Advanced Authorization Required																	
Number of Hours Requested Dates																	
Reaso	on																
Authorized by Dean and/or Vice President Date																	
					Dean	ć					nt			L	Date		
16	17	18	19	20	21	22	Hou 23				27	28	29	30	31	1	2
10	1/	10	19	20	21	LL	23	24	23	20	21	20	29	30	51	1	2
3	4	5	6	7	8	9	10	11	12	13	14	15		Т	otal		
I certify that the overtime hours were duly authorized and performed. Employee's Signature Supervisor's Signature																	
For Office Use Only X \$ = \$ O.T. Hrs X \$ = \$																	
	C.T. HrsX 1.5 =H								_Hr	s							