Extra Hours Report Part-Time, and Ten or Eleven Month Classified Employees

Instructions:

Part-time employees: Complete this Extra Hours Report for hours worked beyond your regular assignment. For example, if you normally work 20 hours per week and during one week you work an extra three hours:

- a) Obtain advanced authorization to work extra hours from your Dean or Vice President.
- b) Report the 3 extra hours on this report on the day/s you worked the hours.

Do not report overtime (more than 8 hours per day or 40 hours per week) on this form.

Ten and Eleven month employees: Complete this Extra Hours Report if you work during your off-salary time. For example, if you normally work ten months per year (September through June) and you work during the month of July in the same position, use this form to report hours worked in July.

DO NOT USE PENCIL

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