Overtime Report for Classified Employees

Instructions:

Reporting Period from

- 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 16th of the month through the 15th of the following month.

/16/

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

Year

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