

## OVERTIME PAYROLL RECORD

(Do not use for compensatory time worked or call-out time.)

This is to certify that I, \_\_\_\_\_, worked overtime on the date(s) and time(s) shown below for the reason stated.

DATE	START TIME (Example: 3:30 p.m.)	END TIME (Example: 5:45 p.m.)	TOTAL HRS. (Example: 2.25 Hrs.)	REASON FOR O/T (Make sure building is identified, especially whether Frey or MS.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Your overtime sheet must have a supervisor/administrator signature before being turned in to the Treasurer's office. When possible, please submit overtime records immediately after overtime is worked.**

**FOR PAYMENT ON THE CURRENT PAYROLL:**

This form must be submitted by 3:00 p.m. on the 12<sup>th</sup> of each month. If the 12<sup>th</sup> falls on a weekend, it should be submitted on the Friday prior to the 12<sup>th</sup>.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Administrator Signature

\_\_\_\_\_  
Date