**OVERTIME SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| Hours worked in excess of 40 hours per week are calculated at 1.5 times hourly pay and must be approved in advance. Paid overtime applies to non-certified non-exempt employees only. All overtime hours must be pre-approved, and the "Overtime Request Form for Support Personnel" must be submitted along with the time sheet. | | | |
| **REQUESTED BY** | | | |
| **EMPLOYEE NAME** | | | **EMPLOYEE ID** |
|  | | |  |
| **TITLE** | | **DEPARTMENT** | |
|  | |  | |
|  |  |  |  |
| **EXPLANATION OF OVERTIME WORK** | | | |
|  | | | |
|  |  |  |  |
| **DATE(S) OF OVERTIME WORK** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| NUMBER OF OVERTIME HOURS WORKED | 0.00 |  |  |
|  |  |  |  |
| **SIGNATURES** | | | |
| **EMPLOYEE NAME** | **EMPLOYEE SIGNATURE** | | **DATE** |
|  |  | |  |
|  |  |  |  |
| **SUPERVISOR NAME** | **SUPERVISOR SIGNATURE** | | **DATE** |
|  |  | |  |
| **SUPERVISOR TITLE** | | **DEPARTMENT** | |
|  | |  | |