**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** |
|  |  |