

OVERTIME SHEET

Employee Name: (Print) _____

Day	Date	Client	Activity Code	Start Time	End Time	# of Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL # OF HOURS:						

Note: Times entered to the nearest ¼ hour.
Only enter information for a work day with an activity as described below.

Activity Codes:

FLT - Flight Duties, includes Pre-Flight, In-Flight and Post-Flight Duties

STBY - Standby at Worksite

LMT - Lecture, Meeting, and/or Training (Client Required)

The information entered above is truthful and accurate.

Employee Signature: _____

Date: _____

***** MAKE ADDITIONAL COPIES AS NEEDED *****

OVERTIME SHEET INSTRUCTIONS

The purpose of the OVERTIME SHEET is to track your time for overtime purposes only. You are eligible for overtime pay if your actual work hours, as defined with the activity codes below, exceed 40 hours in any given week. In order to track hours for overtime purposes, complete this time sheet of your hours beginning with Monday and ending with Sunday.

Days with hours to be tracked on the OVERTIME SHEET include: Flight Duty (including pre-flight, in-flight, and post-flight duties), Standby (at worksite), and client required Lectures, Meetings, and/or Training. Non-flight RON days, at home standby, and time spent riding as a passenger on an airplane do not accrue towards overtime, and should not be included on the OVERTIME SHEET.

Complete the OVERTIME SHEET as follows:

1. Print your name at the top.
2. Enter the date beside the corresponding day of the week.
3. Enter the Client name.
4. Enter the Activity Code:
 - FLT -flight duty day
 - STBY -standby at the customer's worksite
 - LMT -customer required lecture, meeting, or training

(ONLY enter the days with activities described above.)
5. Enter your START time. (Start time is when you report prior to scheduled departure.)
6. Enter your END time. (End time is when you complete your post-flight duties, typically from :30 to 1:00.)
7. Enter the total hours..
8. Sign and date your time sheet.
9. Submit the OVERTIME SHEET* to CAI via mail, email, or fax to (203) 207-0200

Additional Notes:

Do not submit a time sheet for weeks in which you did not work.

Record all your time consistent with the US time zone in which your flight began, using the 24 Hour Clock.

Any overtime due** will be paid with our regularly scheduled payroll.

Although non-flight RON days are compensated, they do not count towards the accrual of time for OT purposes.

The OVERTIME SHEET is in addition to the work vouchers you currently submit for each client, complete these and submit as usual.