**OVERTIME AND HOLIDAY EARNINGS**

**EMPLOYEE NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCIAL SECURITY (LAST 4 DIGITS):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REASON FOR OT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **SATURDAY** | **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | | **DATE** |  |  |  |  |  |  |  | | **IN** |  |  |  |  |  |  |  | | **OUT** |  |  |  |  |  |  |  | | **IN** |  |  |  |  |  |  |  | | **OUT** |  |  |  |  |  |  |  | | **IN** |  |  |  |  |  |  |  | | **OUT** |  |  |  |  |  |  |  | |

**I, THE UNDERSIGNED, WOULD LIKE:**

\_\_\_\_\_\_\_\_\_\_ Comp. Time (to be held in dept.) \_\_\_\_\_\_\_\_\_\_ Paid OT (forward to Payroll)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature Date** **Supervisor Signature Date**

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**REG HRS** \_\_\_\_\_\_\_\_\_\_ (2.5 hours at regular time to reach OT)

**ANNUAL** \_\_\_\_\_\_\_\_\_\_ hours used this week

**SICK**  \_\_\_\_\_\_\_\_\_\_ hours used this week

**Hours Worked at OT Rate** \_\_\_\_\_\_\_\_\_\_ OT hours (\_\_\_\_\_\_\_\_ hours x 1.5)

**TOTAL HRS TO BE PAID \_\_\_\_\_\_\_\_\_\_ hours**

Example: an employee works 5 hours over his normal work week of 37.5 hours

(2.5 hours + (2.5 hours x 1.5) = 6.25 hours to be paid

**HOLIDAY PAY:** \_\_\_\_\_\_\_\_\_\_ hours to be paid (\_\_\_\_\_\_\_\_ hours x 1.5)

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**PAYROLL USE:** \_\_\_\_\_\_\_\_\_\_ Hourly rate \_\_\_\_\_\_\_\_\_\_ Date Received 40 hours Regular Rate

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**ACCTG: FUND: \_\_\_\_\_\_\_\_\_\_ OBJ: \_\_\_\_\_\_\_\_\_\_ ORG: \_\_\_\_\_\_\_\_\_\_**

Was this approved in advance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_