



Overtime Timesheet for Employees on Bi-Weekly Salary
Overtime must be pre-authorized by Department Budget Officer
(Please refer to Article 12.6 of the CUPE/VCC Collective Agreement)

Name _____

Pay Period _____

ID No. _____

Department _____

Campus _____

State Overtime Hours Only				Number of Hours				Certified Correct		
	Date of Month	From Hour of	To Hour of	Straight Time Hours	Time and a Half Hours	Double Time Hours	Description of Work	Employee's Signature	Supervisor/Department Head Signature	Department Account Code (only if different from regular account code)
Sun										
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										

Please select one: Payment Banked Overtime

Instructions:

EMPLOYEE: Complete form and forward to Supervisor/Department Head for approval and signature.
SUPERVISOR: When approved, forward to Dean/Director/Registrar for counter-signature, then to Payroll for processing.

Dean/Director/Registrar

Date

For Payroll Use