

Extra Hours Report

Part-Time, and Ten or Eleven Month Classified Employees

Instructions:

Part-time employees: Complete this Extra Hours Report for hours worked beyond your regular assignment. For example, if you normally work 20 hours per week and during one week you work an extra three hours:

- a) Obtain advanced authorization to work extra hours from your Dean or Vice President.
- b) Report the 3 extra hours on this report on the day/s you worked the hours.

Do not report overtime (more than 8 hours per day or 40 hours per week) on this form.

Ten and Eleven month employees: Complete this Extra Hours Report if you work during your off-salary time. For example, if you normally work ten months per year (September through June) and you work during the month of July in the same position, use this form to report hours worked in July.

DO NOT USE PENCIL

Employee's Name _____ EMPLID _____
Last First I.

Position Title _____ Department _____

Reporting Period from /16/ through /15/
Month Day Year Month Day Year

Account Number

Code	Account	Department	Program	Project/Grant	%

Advanced Authorization Required

Number of Hours Requested _____ Dates _____

Reason _____

Authorized by _____
Dean and/or Vice President Date

Hours Worked

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
3	4	5	6	7	8	9	10	11	12	13	14	15	Total				

I certify that these hours were duly authorized and performed.

Employee's Signature

Supervisor's Signature Date

For Office Use Only

Hrs. _____ X \$ _____ = \$ _____