Instructions for Student Help/Temporary Overtime Timesheet

A. Type Reporting Period Month & Year (starting 25th of previous month to 24th of current month)

B. Type Date and Weekly Totals (Month total automatically calculates) Overtime hours being claimed by employee.

C. Type Days worked (Count only days not reported in the regular payroll timesheet.

D. Check ARC as Work Location

E. Type Employee ID Number

F. Type LAST NAME on top and First Name in the bottom

G. Type budget account to be charged, overtime hours and pay rate. (For Student Help, cannot use FWS budget, must use 2303 budget listed on Student Help Intent.)

H. Employee & Supervisor sign and date form.

I. Submit completed OVERTIME TIMESHEET with regular timesheets to ARC BSO PAYROLL email.