

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

Check ARC as Work Location

(A) Reporting Period _____ 20____

(B) Date and Hours Worked:

OVERTIME TIME SHEET

	Date	Hours
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		

	Date	Hours
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Weekly Total		
Month Total		
Days Worked *		

Instructions for completing time sheet:
 Type Days worked (Count only days not reported in the regular payroll timesheet).

Select classification
 Temporary Classified
 Student Help

Type Employee ID Number

(E) _____
 Employee I.D. Number

Type LAST NAME on top and First Name in the bottom

(F) _____
 Last Name -- PLEASE PRINT

 First Name Middle Initial

Work Location:
 ARC DO
 CRC FM
 SCC SRPSTC
 FLC ETW

(G) This space to be completed by the supervisor.

	ACCT	FD	ORG	PROG	SUB CLASS	PROJ./ GRANT	TIME	PAY RATE
Overtime 1-1/2 Time					00000			
					00000			
					00000			
					00000			
					00000			

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.)

Employee & Supervisor sign and date form

(H) I certify that this is a true statement of hours worked.
 Employee _____ Date _____
 Supervisor *Jane Smith* _____ Date _____

Distribution:
 Pink - Payroll
 Canary - Vice President, Admin./
 Goldenrod - Originating Office
 White - Employee

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

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