



BOARD OF EDUCATION
CITY OF ALBUQUERQUE
PAYROLL DEPARTMENT

WEEKLY OVERTIME REQUEST & WORKSHEET

SPECIAL INSTRUCTIONS:

- All overtime must be approved in advance by your supervisor. Use the **Overtime Request** section of this form for the pre-approval.
- **DO NOT** use this overtime sheet for stipend payments.
- Payroll Type has been replaced with Schedule.
 Most employees' Schedule may be found on their preprinted "Bi-Weekly Absence Sheet." Hourly employees do not have schedules.

OVERTIME REQUEST

I request _____ **OVERTIME HOURS**

_____ for

Assignment _____

Supervisor _____ Date _____

Superintendent or Control Agent Designee _____ Date _____

WEEKLY OVERTIME WORKSHEET

SCHEDULE	FOR THE WEEK ENDING (Month, Day, Year)						LOCATION No.
							LOCATION NAME
WORK PERFORMED							
EMPLOYEE No.	EMPLOYEE NAME						
ENTER DATE							
	SAT	SUN	MON	TUE	WED	THU	FRI
CODE							
HOURS							
CODE							
HOURS							
WRITE IN HOURLY RATE (if different from regular hourly rate)							

Cost Account	
Company	
Account Unit	
Account	
Sub Account	

 Employee's Signature

 Supervisor's Signature

 Control Agent