



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 4.0 OVERTIME HOURS

For Assignment EXTRA FILING AND DATA ENTRY

Jane Smith signs _____ Date MARCH 27, 2017

Supervisor _____ Date _____

Superintendent or Control Agent Designee _____ Date _____

Cost Account	
Company	
Account Unit	
Account	
Activity	
Activity Category	

WEEKLY OVERTIME WORKSHEET

SCHEDULE	FOR THE WEEK ENDING (Month, Day, Year)		LOCATION No.				
B	MARCH 31, 2016		210				
			LOCATION NAME				
			Alamosa				
WORK PERFORMED	FILING AND DATA ENTRY						
EMPLOYEE No	EMPLOYEE NAME						
0000	John Doe						
ENTER DATE			3/27	3/28	3/29	3/30	3/31
	SAT	SUN	MON	TUE	WED	THU	FRI
CODE			012	012			
HOURS			2.0	2.0			
CODE							
HOURS							
WRITE IN HOURLY RATE (if different from regular hourly rate)							

Cost Account	
Company	0000
Account Unit	000000000000
Account	000000
Activity	0000
Activity Category	

John Doe 3/31/17

Jane Smith 3/31/17

SEND TO THE CONTROL AGENT FOR APPROVAL

Employee's Signature

Supervisor's Signature

Control Agent