



**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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WEEKLY OVERTIME WORKSHEET**

SCHEDULE	FOR THE WEEK ENDING (Month, Day, Year)		LOCATION No.				
			LOCATION NAME				
WORK PERFORMED							
EMPLOYEE No.	EMPLOYEE NAME PRINTED						
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	

\_\_\_\_\_  
 Supervisor PRINT

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Control Agent

\_\_\_\_\_  
 Employee's Signature