FORM116 rev.10/2017

(Must be printed on LIME GREEN STOCK ONLY)

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

BIWEEKLY CLASSIFIED OVERTIME/EXTRA TIME REPORT

For Real Estate Office – Facilities Use Permit Only

INSTRUCTIONS

The Overtime/Extra Time report must be submitted with a copy of the first page of the approved permit & applicable Addenda to the Real Estate Office no later than one Pay Period after work is completed in order to process for payment. Incomplete or incorrect time report will be returned and the Payroll Department will not process payment until the correct time report is submitted to the Real Estate Office.

NO EXCEPTIONS.

NAME: _____ **ID #** _____

Name (Last, First) *must be entered*

CLASSIFICATION: _____ **EMPLOYMENT RECORD #** _____
(Office Use Only)

DEPARTMENT/UNIT: _____ **PERIOD #** _____ **FROM** _____ **TO** _____ **20** _____

Name of assigned work location must be entered

DAY	DATE	REASON FOR OVERTIME (please indicate approved permit #)	START TIME	END TIME	OT / EXTRA TIME*	APPROVED EARNING CODE (from Real Estate Office)
			TOTAL HOURS			

I certify that I have performed overtime / extra time as indicated above.

*Employee's Supervisor must indicate overtime or extra time.

I have authorized the employee named above to work overtime / extra time and funds are available.

EMPLOYEE SIGNATURE **DATE**

PRINT NAME & SIGNATURE OF EMPLOYEE'S SUPERVISOR **DATE**

REAL ESTATE **DATE**