

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

INSTRUCTIONS

BIWEEKLY CLASSIFIED OVERTIME/EXTRA TIME REPORT

For Real Estate Office – Facilities Use Permit Only

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. Employee is authorized to work ONLY the hours stated on the addenda of the approved Facilities Use Permit from the District's Real Estate Office. Employee is authorized to work ONLY the hours stated on the addenda of the approved Facilities Use Permit from the District's Real Estate Office. Employee is NOT authorized to work any hours outside of the approved Facilities Use Permit. If for any reason, that the employee must work outside of the authorized hours, employee must include a written valid reason (on the back of this Form 116) for working the hours beyond the approved time period signed by employee's supervisor. Employee will NOT be paid for hours outside the authorized time period without a valid written explanation.

NO EXCEPTIONS

NAME: _____ ID # _____
Name (Last, First) must be entered

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

DEPARTMENT/UNIT: _____
Name of assigned work location must be entered

PERIOD # _____ FROM _____ TO _____ 20 _____

DAY	DATE	REASON FOR OVERTIME (please indicate approved permit #)	START TIME	END TIME	OVER TIME*	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