

OVERTIME REPORT

MONTCLAIR BOARD OF EDUCATION

22 Valley Road, Montclair, NJ 07042

Name _____

SS # (last 4 numbers) _____

Location _____

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Day	Date	Detailed Description of Work Performed	x if Rental	Time		# of Hours	Payroll Use Only		
				From	To		S/T	O/T	D/T
Sun									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Complete weeks only - do not split weeks						Total Hours			

Sun									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Complete weeks only - do not split weeks						Total Hours			

Time reports should be submitted no more than 2 weeks after work is performed.

MEA Contract 4.14(f) Employee time sheets shall be time/date stamped and signed by the employee on the date the time sheet is submitted for approval to the employee's immediate supervisor. Any time sheet submitted beyond 60 days after the hours are worked shall be cancelled and not paid, unless the employee complied with the time limits to submit for overtime, but management did not process the time sheet within the scheduled time period.

Authorization for payment

I certify that the information on this sheet is a correct representation of actual time worked for the Montclair Board of Education.

Employee Signature _____

Date _____

You are responsible for your own records. Please keep a copy.

CENTRAL OFFICE USE ONLY

_____ Day School	11-000-262-100-020-31-58	_____	_____ x _____ = _____
_____ Rental	11-800-330-100-000-00-10	_____	S/T Hrs Rate
_____ Clerical CO	11-000-230-100-020-99-08	_____	_____ x _____ = _____
_____ Clerical	11-000-240-105-020-00-06	_____	O/T Hrs Rate
_____ Ath. Trans.	11-000-270-162-000-28-65	_____	_____ x _____ = _____
_____ Security	11-000-266-100-010-36-06	_____	D/T Hrs Rate
_____ Security HS Ath	11-402-100-100-020-28-65	_____	
_____ Fitness Center	11-402-100-100-030-28-65	_____	
_____ Other	_____	_____	
			GRAND TOTAL _____