

Employees are not allowed to work overtime without prior authorization from your supervisor.

Employee Signature Supervisor Approval Total Hours

 $\bigcirc$  pm

I verify that these hours are correct. Hours are to be recorded as you work them. Incorrect recording may be considered fraud and may result in disciplinary actions.

 $\bigcirc$  pm

Day: SU = Sunday, MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday, FR = Friday, SA = Saturday

Job Titles: AA-Acctg Assistant, AC-Admin Clerk, AD-Activity Director, BM-Building Mtn, CA-Cfl Assistant, CB-Crew Blair, CM-Case Mgr, CS-Crew Shredding,

CT-Cfl Teacher, CU-Crew Uams, DA-Dept Assistant Admin, DE-Data Entry, DP-Dept Assistant Prog, DT-Driver Trainer, ES-Employement Specialist, FA-First Aid Trainer,

FT-Transition Student, GW-Grant Writer, JF-Job Follow, JM-Job Misc, JR-Job Rehab, JT-Job Transit, JW-Job Waiver, JU-Job Uams, PA-Project Launch Assistant,

PC-Perscare, PR-Payroll-acct pay, PS-Project Search, RN-Nurse, SA-Art Teacher, SC-Support Clng, SN-Syc Night, SS-Site Supervisor, ST-Stipend Student, TS-Trng

Supervisor, VD-Van Driver, VP-VANDRVRPL, WT-Waiver Tech

Pay Codes: EO = EID Overnight, RE = Regular, OV = Overnight Worked, PO = PTO Overnight, PT = PTO, EI = EID