



Regular Employee Overtime/Additional Hours

Name: _____ Position: _____ Pay Period: _____
(From - To)

			TIME IN LIEU					
Date Month/Day	Day		P= Pay Out B = Banked time					
		Lead Hand Hours	O/T Hours	ADD Hours	Pay	Bank	Reason	Admin Approval
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
Total Hours								

Date Employee's Signature Supervisor's Signature

Account Code:

Please Note: Cut Off is noon on Thursday the week before Payday. Late Timesheets will be processed on the following Payday