Regular Employee
Overtime/Additional Hours

Fort McMurray Public Schools

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

Date Month/Day	Day	Lead Hand Hours	TIME IN LIEU P= Pay Out B = Banked time					
			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