



Hourly/Overtime/Differential Schedule

WARNING: Any person who knowingly presents false information on a "Hourly/Overtime/Differential Schedule" form is subject to discharge and/or criminal action.

See Side 2 for instructions

Name _____
Last (PLEASE PRINT) First

Employee Identification Number _____ Work Location _____ Regular Position: _____

Account Number	Date Worked	Time		Regular Hrs	Overtime Hrs @1.5x	Rate Diff. *Code	Explanation/Remarks
		From	To				
TOTAL FOR THE WEEK							
TOTAL FOR THE WEEK							
TOTAL FOR THE PAY PERIOD							

*Rate Differential Codes

Secretary

- S1 Level 1
- S2 Level 2
- S3 Level 3

Food Service

- FH Head Cook
- FA Assistant Cook
- FE Elementary Cook

Teachers

- TE Addl/Loss of Prep -Ppay

Employee Signature _____

Checked By _____

Manager/Supervisor Approval _____

I certify I have reviewed the information on this schedule for accuracy and completeness.

Days	Daily Rate	Regular Hrs	OT Hrs 1.5x	Hourly Rate	Account Number

Payroll Clerk Calculations

EDPS Business Office Approval _____