

Prince George's County Public Schools
Employees' Late Overtime Report

School/Office: _____

Payroll Period Ending: _____

Hours Type: Reg Extra Time

Employee Name <i>Please Print or Type</i>	Employee Assignment Number	Hours Worked	Date Worked	Comments

Time Approver Signature: _____
Name: _____
Title: _____
Date: _____

GUIDELINES

1. Hours worked outside employee's normal scheduled work hours may be entered as overtime.
2. Salaried exempt employees are not eligible to be paid overtime. Teachers are not eligible.
If a teacher works outside normal work hours, this must be paid as ELO or ILT depending on tasks done.
3. Fill in the date or dates that the coverage was provided in the column designated for this information. This must be a single date such as 10/16/07 for each line.
4. Provide the number of hours worked each day in the column designated for this information. Enter hours worked for each date worked.
5. Time Approver must review and approve the assignments covered, the dates of the coverage and the hours worked.
6. 7. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
7. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.