

# LCBOE Overtime/Holiday - Pay Voucher

Name:		ID# 94300			
<b>Employee's Signature:</b>		<b>Date</b>			
<i>I hereby certify that the above record is a true and accurate summary of my work.</i>					
Director/Supervisor's Signature:		Date			
Asst Superintendent		Date			
Superintendent's Signature		Date			
<b>***All Overtime must have prior approval</b>					
You must record actual hours each day in order so that overtime can be calculated					
Date		Start Time	Stop Time	Total Hours	Detailed Reason for Overtime
	Sun				
	Mon				
	Tue				
	Wed				
	Thur				
	Fri				
	Sat				
	Total Hours				
					Straight Time
					Overtime
Federal Law defines overtime as hours worked over 40 hours in a time period from Sunday to Saturday.					
If a complete week ends within the payroll ending date - turn in with payroll reports for that pay period.					
If a complete week falls within two pay periods turn in with payroll reports that reflect a complete week.					
<b>Account Code (if necessary):</b>					
<b>Rate of Pay x Hours Total Due</b>					