

**WAYNE COUNTY BOARD OF EDUCATION  
OVERTIME  
Time Sheet**

Employee Name						
Employee ID Number    989-00-						
Employee's Signature						
Principal's Signature						
Superintendent's Signature						
<b>All Overtime must have prior approval from the Superintendent or an Assistant Superintendent</b>						
You must record actual hours each day in order for overtime to be calculated.						
	Date	Start Time	Stop Time	Total Hours	Extra Hours	Reason for Extra Hours Worked
				Total Extra Hours Worked		
					<i>Straight Time</i>	
					<i>Overtime</i>	

**Name and employee number of full time employee if overtime request is for a substitute:**

Overtime pay at one and one half times the regular hourly rate of pay will be paid for hours worked over forty (40) hours in any one workweek.