

REPORT OF OVERTIME WORKED
(See Instructions on Reverse Side)

OVERTIME PERFORMED IN _____ (office where worked)				
Name of Employee		Class/Grade		Regularly Assigned Office
Payment []			Compensatory Time []	
<u>OVERTIME WORKED</u>				
<u>Time</u>				
<u>Date</u>		<u>From</u>	<u>To</u>	<u>Number of Hours</u>
_____	Sunday	_____	_____	_____
_____	Monday	_____	_____	_____
_____	Tuesday	_____	_____	_____
_____	Wednesday	_____	_____	_____
_____	Thursday	_____	_____	_____
_____	Friday	_____	_____	_____
_____	Saturday	_____	_____	_____
_____	Sunday	_____	_____	_____
_____	Monday	_____	_____	_____
_____	Tuesday	_____	_____	_____
_____	Wednesday	_____	_____	_____
_____	Thursday	_____	_____	_____
_____	Friday	_____	_____	_____
_____	Saturday	_____	_____	_____
				TOTAL _____ Above overtime was performed and was approved in advance on PC Form 1573 dated _____.
_____ Authorizing Officer for OFFICE WHERE WORKED				

REPORT ON OVERTIME WORK INSTRUCTIONS

- A. This report is to be completed by the office in which the overtime work was performed.
- B. Indicate in blocks provided whether payment or compensatory time is to be provided for overtime worked.
- C. A separate report is required for each day on which overtime is worked, unless the overtime is performed in the same office more than once during pay period. In latter event, overtime for more than one day may be listed in one report.
- D. Offices in which the overtime is performed must ensure that the overtime does not exceed that requested and authorized on Form PC 1573.
- E. The signature of the appropriately designated authorizing officer in the office where the overtime was performed is required to attest that the amount of overtime reported was actually performed and that it had been authorized in advance on Form PC 1573.
- F. Appropriate arrangements for obtaining the overtime services of an employee shall be made between the respective offices when overtime is to be performed in an office other than that to which the employee is regularly assigned.
- G. The completed report must be submitted to the employee's time-keeper no later than noon on the Monday after the end of a pay period as the basis for recording the overtime on the employee's Time and Attendance Record.
- H. This report shall be retained in the time-keeper's files.