

Blinn College
LATE OVERTIME REPORT

This form will only be used to record overtime hours that were not reported with web time entry during the month in which it was earned.

Name _____ Blinn ID No _____

Department _____ FOAP _____

Complete applicable sections:

A. Date Overtime Worked <i>Example: 01/19/2016</i>	Time Worked <i>5 p.m. to 7 p.m.</i>	Hours Worked <i>2.0 hrs.</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for overtime _____

Reason form is late _____

Employee Signature/ Date

Supervisor Signature/ Date

Vice President Signature/ Date
(may be required for multiple occurrences)

All eligible overtime is compensated at a rate of 1.5 times the number of overtime hours worked. Human Resources will make this calculation.

Forward signed form to the Human Resources Office.