

**BALTIMORE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANTS AND ESPBC-REPRESENTED EMPLOYEES: HOURLY TIME REPORTING**

I. AUTHORIZATION TO WORK BEYOND SCHEDULED HOURS

_____ 6hrs 30min _____ 7hrs 30 minutes _____
Print Employee's Name Title Scheduled Hours/Day School/Office

Employee Instructions: 1) Obtain authorization and signature of administrator PRIOR to working beyond your scheduled hours. Discuss the estimated time needed to complete the additional work. 2) At the completion of the pay period, report the time worked in HOURS and MINUTES. 3) Obtain signature of administrator confirming time worked. 4) Give the completed form to your school/office timekeeper who will report the additional time worked for pay or compensatory (comp) time. Keep a copy for your records.

What is the agreed form of compensations? _____ money _____ comp time _____
Administrator's Signature of Authorization Date

II. REPORT OF TIME WORKED BEYOND SCHEDULED HOURS

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
MM/DD/YY								
Brief Description of work								
Time Worked (e.g., 7:00-7:30am)								_____ Hours
Amt Time Worked (e.g., 30 mins)*								_____ Mins
	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
MM/DD/YY								
Brief Description of work								
Time Worked (e.g., 7:00-7:30am)								_____ Hours
Amt Time Worked (e.g., 30 mins)*								_____ Mins

* Report additional time worked in hours and minutes

Signature of Employee Date Administrator's Signature of Approval Date

*Timekeeper Instructions: 1) Report the additional time worked in the Office of Payroll at the end of the pay period. 2) For **PAY**, report the additional time worked in hours and minutes on the Biweekly Payroll Report ("W" / 2.3 = employee worked 2 hours 30 minutes for **PAY**). 3) For **COMP TIME**, report the additional time earned in hours and minutes on the Biweekly Payroll Report ("U"/2.4 = employee earned 2 hours 40 minutes for **COMP TIME**). 4) Attach a copy of this completed and signed form to your copy of the Biweekly Payroll Report as your documentation of authorization and time worked beyond his/her scheduled hours. 5) Report comp time **USED** on the Biweekly Payroll Report with a code of "N". Do **NOT** send this form to the Office of Payroll.*