

BALTIMORE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANTS AND BACE-REPRESENTED EMPLOYEES: HOURLY TIME REPORTING
I. AUTHORIZATION TO WORK BEYOND SCHEDULED HOURS

_____ 6hrs 30min _____ 7hrs 30min _____
 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 compensation? _____ 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	
MM/DD/YY>>								
Brief Description of Work								
Time Worked (e.g., 7:00 – 7:30am)								_____ Hours
Amt. Time Worked (e.g., 30 min)*								_____ 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 to 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 (i.e., "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 (i.e., "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.