

Appendix 8

Scenario: It is the summer and Bob is working full time (overload of additional 20hrs) TOTAL OF 40 HOURS. Since Bob is working overload, he is NOT ALLOWED to take vacation days, but on 6/6/05, he called in sick. He will get to use 4 hours of sick leave, but will have to make up the additional 4 hours of overload.

Name Bob Smith

Student Signature _____

Pay Period 6/16/05 - 6/30/05

Supervisor Signature _____

	Date	Time In	Time Out	Less Breaks	Total Hours	Total Sick/Vacation Hrs.	Location/Description	# of Overload hrs need to be made up
MON								
TUES								
WED								
THURS	6/16/2005	8:00	5:00	1	8	0	SRE	
FRI	6/17/2005	8:00	5:00	1	8	0	SRE	
SAT								
SUN								
SUBTOTAL HOURS					16	0		
DID YOU NEED TO MAKE UP ANY OVERLOAD HRS? AMT?					4			
AMOUNT OF OVERLOAD HRS. MADE UP THIS WEEK?					0			
SUBTOTAL II HOURS					16		16	

Four hours of overtime that needs to be made up goes in this box.

	Date	Time In	Time Out	Less Breaks	Total Hours	Total Sick/Vacation Hrs.	Location/Description	# of Overload hrs need to be made up
MON	6/20/2005	8:00	6:00	1	9	0	sick - need to make up 4 Overload hrs.	
TUES	6/21/2005	8:00	6:00	1	9	0	sre	
WED	6/22/2005	8:00	6:00	1	9	0	sre	
THURS	6/23/2005	8:00	6:00	1	9	0	sre	
FRI	6/24/2005	8:00	5:00	1	8	0	SRE (added 1 hr)	
SAT								
SUN								
SUBTOTAL HOURS					44	0		
DID YOU NEED TO MAKE UP ANY OVERLOAD HRS? AMT?					0			
AMOUNT OF OVERLOAD HRS. MADE UP THIS WEEK?					4			
SUBTOTAL II HOURS					48			-4

	Date	Time In	Time Out	Less Breaks	Total Hours	Total Sick/Vacation Hrs.	Location/Description	# of Overload hrs need to be made up
MON	6/27/2005	8:00	5:00	1	8	0	SRE - EBP Training	
TUES	6/28/2005	8:00	5:00	1	8	0	SRE - Faculty Meeting	
WED	6/29/2005	8:00	5:00	1	8	0	SRE	
THURS	6/30/2005	8:00	5:00	1	8	0	SRE	
FRI								
SAT								
SUN								
SUBTOTAL HOURS					32	0		
DID YOU NEED TO MAKE UP ANY OVERLOAD HRS? AMT?					0			
AMOUNT OF OVERLOAD HRS. MADE UP THIS WEEK?					0			
SUBTOTAL II HOURS					32		32	

TOTAL HOURS **96**

HOURS OF OVERLOAD STILL NEED TO BE MADE UP: PLEASE INCLUDE THIS AMOUNT ON YOUR NEXT TIMESHEET.

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