

GARFIELD HEIGHTS CITY SCHOOLS
BUILDING / MAINTENANCE DEPARTMENTS

RECORD OF OVERTIME

NAME OF EMPLOYEE: _____

PAYROLL PERIOD / FROM: _____ TO: _____

DATE	DESCRIPTION / EXPLANATION	PERMIT HRS	START/END TIME	TOTAL HRS

Payment for hours worked in excess of 40 hours in any week

	Hours	Rate	Total
Time & One Half			
Double Time			
TOTAL DUE:			