

EXEMPT EXTRA PAY TIME RECORDING SHEET

Use this form for reporting additional assignments worked in the home department. These assignments are not part of the employee's regular work responsibilities. Any extra pay must be approved through Human Resources prior to performing work.

1. EMPLOYEE NAME		2. EMPLOYEE ID NUMBER		3. PAY PERIOD FROM TO				
		4. EMPLOYEE CONTACT NUMBER						
5. RATE OF PAY PER ASSIGNMENT		6. HOME DEPARTMENT (8 DIGITS)						
7. INDICATE THE NUMBER OF ASSIGNMENTS WORKED AND THE TOTALS BELOW.								
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
WEEK 1								
WEEK 2								
WEEK 3								
WEEK 4								
							8. GRAND TOTAL	
I HEREBY CERTIFY THAT THE EXEMPT EXTRA PAY ASSIGNMENTS RECORDED ABOVE ARE COMPLETE AND CORRECT, AND THAT I HAVE AGREED TO THE RATE WHICH APPEARS IN SPACE 5.								
9. EMPLOYEE SIGNATURE					10. DATE			
11. EXTRA PAY DEPARTMENT REP. NAME AND TITLE					12. REP CONTACT NUMBER			
13. EXTRA PAY DEPARTMENT REP SIGNATURE					14. DATE			

* Please Retain a copy for your records.

* Attach a copy of the approved authorization memo to this time sheet.

* Improper or incomplete documentation may delay payment processing.

* Monthly pay period for reporting exempt extra pay assignments is from the 16th to the 15th.

* Refer to HR policy 1.4.14 at <http://www.mcg.edu/Policies/1414.html>