San Bernardino Community College District

Classified Overtime (Due to Payroll by the second working day after the 10th)

	Overtime						Hours Worked
Day	In	Out	In	Out	In	Out	Overtime
*11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Pay Period	Prior Month of _____ 11th, _____	Total Hrs Overtime _____
	Current Month of _____ 10th, _____	Rate _____
Account Number		Total Pay _____

_____ Employee Name (Print)

_____ Signature Employee

XXX-XX- _____ Last 4 Digits of Social Security No.

_____ Signature Department Head

For District Use Only

* 11th prior month through 10th of current month