

San Francisco State University
REPORT OF EXTRA HOURS WORKED
 Payroll Form 501

Pay Period _____

Name _____ UIN _____ Monthly Rate _____

Agency _____ Unit _____ Class _____ SER _____

OVERTIME HOURS ARE ALL OVER 40 HOURS OR HOURS IN EXCESS OF THE NORMAL WORK WEEK IN THE SEVEN DAY PERIOD FROM 12:01 AM SUNDAY - 12:00 MIDNIGHT SATURDAY FOR EMPLOYEES DETERMINED TO BE ELIGIBLE.

	SUN	MON	TUE	WED	THR	FRI	SAT
CODE							
HOURS							

If less than full time base _____

total hours reported _____
 less 40 required _____
 (or normal work week hours) _____
 prem. O.T. _____
 prem. C.T. _____
 straight O.T. _____
 straight C.T. _____

	SUN	MON	TUE	WED	THR	FRI	SAT
CODE							
HOURS							

If less than full time base _____

total hours reported _____
 less 40 required _____
 (or normal work week hours) _____
 prem. O.T. _____
 prem. C.T. _____
 straight O.T. _____
 straight C.T. _____

	SUN	MON	TUE	WED	THR	FRI	SAT
CODE							
HOURS							

If less than full time base _____

total hours reported _____
 less 40 required _____
 (or normal work week hours) _____
 prem. O.T. _____
 prem. C.T. _____
 straight O.T. _____
 straight C.T. _____

	SUN	MON	TUE	WED	THR	FRI	SAT
CODE							
HOURS							

If less than full time base _____

total hours reported _____
 less 40 required _____
 (or normal work week hours) _____
 prem. O.T. _____
 prem. C.T. _____
 straight O.T. _____
 straight C.T. _____

	SUN	MON	TUE	WED	THR	FRI	SAT
CODE							
HOURS							

If less than full time base _____

total hours reported _____
 less 40 required _____
 (or normal work week hours) _____
 prem. O.T. _____
 prem. C.T. _____
 straight O.T. _____
 straight C.T. _____

CODE LEGEND: H-Holiday * W-Worked - S-Sick - V-Vacation - PH-Personal Holiday - FL-Funeral Leave - M-Military Leave - J-Jury Duty - SW-Supoenaed Witness , IDL-Industrial Disability Leave - NDI-Non Industrial Disability Leave - L-Dock - A-Absent Without Leave - --Regular Days Off

Total Premium Overtime _____
 Total Premium Compensatory Time _____
 Total Straight Overtime _____
 Total Premium Compensatory Time _____