NBCC

Overtime Sheet (CUPE)

Employee Name: _____

Employee Number: _____

Classification: _____

Regular Shift Hours: _____

Earning Codes:
09 – Overtime @1.0
10 – Overtime @1.5
11 – Overtime @ 2.0
12 – Overtime @2.5
15 – Call in / Back
35 – Boiler check

Notes:
* All Overtime requests are approved by ROM
* Submit signed form to HR Officer for processing/file
* If time-in-lieu is requested submit copy to DFAS office for recording
* Requests to use time-in-lieu are recorded in E-leave and approved by Manager

Date Worked	Start and End time	Total Hours (straight time)	Please indicate: (1) Scheduled OT (2) Call in (3) Boiler check	Reason	Earning Code	Reimbursement Method Requested	
						Payment	Time in Lieu

Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____

HUMAN RESOURCES OFFICER

Reason	Hours	Rate	Amount Paid
Overtime Hours to be Paid			
Call in Before a shift: Hours @ OT RATE (CODE 15)			
Call in Before a shift: Hours @ 0.5 RATE			
Boiler Check Payment			
Total Amount to be Paid			

Amount Paid: _____ Paid on pay period ending: _____ HR Signature: _____