

**Talbot County Public Schools
Employee Overtime Log**

Month _____
 Period Dates From: _____ to _____

Name: _____

ID Number: _____

School: _____

Instructions: Log each day's hours in the appropriate space below

Date	Time In	To	Time Out	Total Hours	O/T	D/T	Reason And/Or Group Responsible

Employee's Signature: _____

Supervisor's Signature: _____

Note: Hours incurred from the first day of the month to the 15th, will be paid on the last workday of the month.
 Hours incurred from the 16th of the month to the last workday of the month, will be paid on the 15th of the following month.

This timesheet must be sent to the Coordinator for approval prior to payment. The payroll office must receive this timesheet no later than 5 days after the close of the period in order to process the payment as indicated above.