



REQUEST FOR SHIFT DIFFERENTIAL, OVERBASE, CALLBACK AND/OR OVERTIME PAY FOR MONTHLY PAID EMPLOYEES

TRS Location Code

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Employee Name (Please Print - First, MI, Last)

Employee Number

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Position/Title

Employee Social Security Number

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EMPLOYEE INSTRUCTIONS:

1. You may report only one week per time sheet. Use separate forms for each pay period/month (see Notice 5620 Pay Schedules for relevant dates of workweeks and pay periods).
2. Employees paid monthly should submit time sheets for the current workweek by the close of business on the Friday of the current workweek. For the last week in the month, employees paid monthly should submit the last week's time sheet no later than the close of the last business day of the current month.
3. Overbase, callback and overtime must be authorized by the program manager before hours are worked.
4. Shift reported for all hours, including overbase and callback hours must correspond to the actual overbase and callback hours worked.

TRS LOCATION INSTRUCTIONS:

1. Every effort should be made to report Time and Attendance (T&A) into the T&A system on a daily basis.
2. This form must be signed by the employee and program manager or administrative designee, and kept on file at the work location for five years.
3. A copy should be returned to the employee.

Minutes to Hundredths Table

 15 Minutes = .25
 30 Minutes = .50
 45 Minutes = .75

1. The regular hourly rate will be paid for all hours worked in excess of an employee's daily scheduled hours (referred to as overbase hours), regardless of whether or not the FLSA 40 hours ceiling has been met. These hours are reported as Attendance Codes B1, B2 or B3.
2. Eligible hours include actual "Regular" hours worked, Holiday hours, Administrative Leave hours and Overbase hours. In eligible hours include all other leave hours (such as Personal, Sick and Annual) and any Callback hours. These hours are reported as Attendance Code OM.
3. Time and one-half the regular hourly rate will be paid for callback hours regardless of the number of hours worked per week. These hours are reported as Attendance Codes C1, C2 or C3.

Attendance Codes

B1 = Overbase Regular
 B2 = Overbase Community Use
 B3 = Overbase Emergency/Acts of Nature
 C1 = Callback Regular
 C2 = Callback Community Use
 C3 = Callback Emergency/Acts of Nature
 OM = Overtime (Monthly)
 S2 = Shift Evening
 S3 = Shift Night

WORKSHEET AREA:

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Workweek Days (MM/DD)	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
Hours	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
Total Eligible Hours Per Day	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
<input style="width: 40px; height: 15px;" type="text"/> - <input style="width: 40px; height: 15px; text-align: center; font-weight: bold;"/> 4000		=		<input style="width: 40px; height: 15px;" type="text"/>			
Total Eligible Hours Per Day	Less 40 Hour FLSA Limit	Equals Total Overtime Hours (OM Att Code)		Report Total Overtime Hours (OM Attendance Code) as a single entry, on a single day below.			

HOURS TO BE REPORTED:

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Workweek Days (MM/DD)	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
Att Code	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
Hours	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
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Hours	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
Hours	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
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Hours	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>

Date	Signature of Employee	Time and Attendance Processor Name
Date	Signature of Program Manager or Administrative Designee	Title