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

FAIRFAX COUNTY PUBLIC SCHOOLS

TRS Location Code

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

Employee Number

OR

Last Four Digits of Social Security Number

Position or Title

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 or Acts of Nature
- C1 = Callback Regular
- C2 = Callback Community Use
- C3 = Callback Emergency or Acts of Nature
- OM = Overtime Monthly
- S2 = Shift Evening
- S3 = Shift Night

WORKSHEET AREA:

Workweek Days (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Total Eligible Hours Per Day	Hours	Hours	Hours	Hours	Hours	Hours	Hours

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:

Workweek Days (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours

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