

**Sacramento City Unified School District
PAY-F011 OVERTIME LABOR STATEMENT**

NAME			SOCIAL SECURITY No.					
POSITION			LOCATION		DATE			
DATE	OVERTIME HOURS WORKED					DESCRIPTION OF WORK		
MO	DAY	GENERAL	OTHER FUNDING	BILLABLE *	CIVIC		PERMIT NUMBER	
TOTAL HOURS OF OVER TIME =							EMPLOYEE SIGNATURE _____ DATE _____	
							I hereby certify that the hours worked and described have been performed by the individual named as listed on this labor statement.	
							AUTHORIZED SIGNATURE _____ DATE _____	
							AUTHORIZED SIGNATURE _____ DATE _____	
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							1. Labor statements reporting overtime are due in Payroll the first working day of the month.	
							2. Hours worked are to be reported by day and totaled. Partial hours are to be recorded as .25, .50, .75 rather than ¼, ½, ¾ respectively.	
							3. Record employee Social Security number in space provided.	
							4. Before the statements are sent to Payroll, remove the "Location Copy"	
							5. *Billable hours require the following information to be completed in the section "Description of Work" area: permit number, appropriate signature, organization responsible including contact name, address, and phone #.	
ADMINISTRATIVE USE ONLY								
BUDGET DEPARTMENT APPROVED BY:								
DATE/S	HOURS	BUDGET CODE						

General: General Funds
Other: Specific resources/goals indicated by site (i.e. Title 1, SIP, other than General Funds.)
Billable: Site use by other groups/organizations (i.e. Student Activities, PTA, Band Boosters, Student Gov't...)
Civic: Site use by external organizations. Requires permit # that always ends with a "P".

PAYROLL -WHITE COPY; LOCATION-CANARY COPY