

## **Authorization for Extra Hours Worked-Control Log** For Overtime and Straight Time (Cash Payments)

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**NOTE:** The user of this downloadable form must have Excel '97 or greater in order to correctly complete the form. Use of this form in an earlier version of Excel will cause the form to appear and function incorrectly.

This form is intended to summarize the overtime or straight time cash payments for employee(s) of your department. It must reflect and be submitted with the "Authorization for Extra Hours Worked" (C-60-4) form(s) from your department.

### **INSTRUCTIONS FOR THE USE OF THIS FORM:**

- Type the department name, month and year of the pay period.
- Type the Employee ID, First Name, Middle Initial, and Last Name of each employee in alphabetical order.
- Indicate the agency, unit, class code and serial number of your employee.
- Indicate the total number of actual excess hours earned by the employee.
- Please do not fill in the shaded or "Payroll Use Only" areas.
- Print this form, indicating "pages 1 through 1" in the Excel print instruction box.
- Type or print the name and telephone extension of the individual completing the form. Obtain an authorized signature.
- Send the original, signed copy of this form, along with the "Authorization for Extra Hours Worked" (C-60-4) form(s) to Payroll Services, Mail Drop 8228. The "Authorization for Extra Hours Worked Control Log / For Overtime and Straight Time (Cash Payments)" must be accompanied by the "Authorization for Extra Hours Worked" (C-60-4) form(s) which represent the entries on this form.
- Retain a copy of this packet for your records.