

WILMINGTON CITY SCHOOLS

Payroll Requisition

Record of Special Work and Overtime

Employee \_\_\_\_\_ Social Sec. No. \_\_\_\_\_

Address of Employee \_\_\_\_\_

Date	Hours From	To	Description of Work What – Where – For Whom	Hours Worked**	Principal’s Use

Total Hours Worked \*\* \_\_\_\_\_

Signed \_\_\_\_\_  
Employee

Approved/Certified \_\_\_\_\_  
Principal or Supervisor’s Signature

**NOTE:**

- \*Time taken for meals should not be recorded as time worked.
- \*This payroll requisition must be signed by the Principal or Supervisor before submitting.
- \*Overtime rate is paid for hours “physically” worked over 40 hours per week.

**FOR OFFICE USE ONLY**

Regular pay rate: \$ \_\_\_\_\_ X \_\_\_\_\_ actual hours worked = \$ \_\_\_\_\_

Overtime pay: \$ \_\_\_\_\_ X 1.5 = \$ \_\_\_\_\_ X \_\_\_\_\_ actual overtime hours worked = \$ \_\_\_\_\_

Total pay for special work and overtime: \$ \_\_\_\_\_