RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Fiscal Year _____

RESET Form

BUSINESS & FINANCIAL SERVICES

FULL-TIME CLASSIFIED PROFESSIONALS OVERTIME/COMPENSATORY TIME REPORT

Refer to payroll calendar for due dates

Name _____ **Galaxy ID #** _____

Position _____ **Budget Code A** _____

Budget Code B _____

Dept. _____ **Budget Code C** _____

For Period of Select Month **16th** **Through** Select Month **15th**

Month Month

PLEASE INDICATE OVERTIME HOURS YOU WISH TO BE PAID AND OVERTIME HOURS YOU WISH TO ACCUMULATE AS COMPENSATORY. LIST EXACT NUMBER OF HOURS WORKED AND PAYROLL WILL CALCULATE AT APPROPRIATE RATE. THE EMPLOYEE AND IMMEDIATE SUPERVISOR MUST INITIAL ALL CHANGES.

Date	O.T. Hrs.	COMP Hrs.	Budget A, B, C	Description Of Work
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Sub Total	0	0		

Date	O.T. Hrs.	COMP Hrs.	Budget A, B, C	Description Of Work
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total	0	0		

I certify this is a true and accurate record of hours worked for the above referenced position.

_____

Employee Signature Date

_____

Authorized Approval Signature Date

PAYROLL USE ONLY Employee# _____

Job Code	Hours	Rate	Total

Payroll # _____