

Atlantic Cape Community College
Overtime Activity Log

Instructions: This form **accompanies the Payroll Timesheet** as an explanation of activities and tasks performed outside of the employee's regular working day. This form must be completed, signed by the employee and the direct supervisor and accompany the Payroll Timesheet. The Payroll Timesheet and this form must be attached to the payroll recap sheet and delivered by the supervisor to the Payroll Office by 10am on Wednesday, a week prior to payday. There are no exceptions. This form is used as a supplement to record and credit attendance and leave accounts with overtime. **This form must be submitted with the payroll time sheet for overtime purposes only.**

Name/Signature: _____ College Wide ID #: _____

Budget #: _____ Supervisor/Signature: _____

Date	Tasks/Activities Performed	Total Hours
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Sat.		
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Sat.		
Sun.		
TOTAL HOURS		