

Q. How do I submit overtime compensation?

Answer:

**Warren Consolidated Schools
Secure Employee**

Timesheet Form - Add

Date: 12/4/2009
 Position: Special Ed. Aide
 Location of Job: Sterlina Heights High Sc.
 Employee Group: 1815

Date Worked	Hours Worked	Rate	Dis. Code	Gross Amount	Job Description
11/18/2009	1 6 Mins	Regular	Normal		Conferences bal reg. t
11/18/2009	3 30 Min	Time and 1/2	Normal		Conferences over 8 hou
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
	0 Mins	Regular	Normal		
Total:	4.60				

Ex. Contract hours equal 6 hours 54 minutes. Add 1 hour 6 minutes at the regular hourly rate to obtain a total 8 hours for a day.

Time worked over 8 hours in a day are paid at 1 1/2 the hourly rate

Refer to individual contract language to identify when overtime rates are applicable. The above example is a reference for the 1815 employee group.