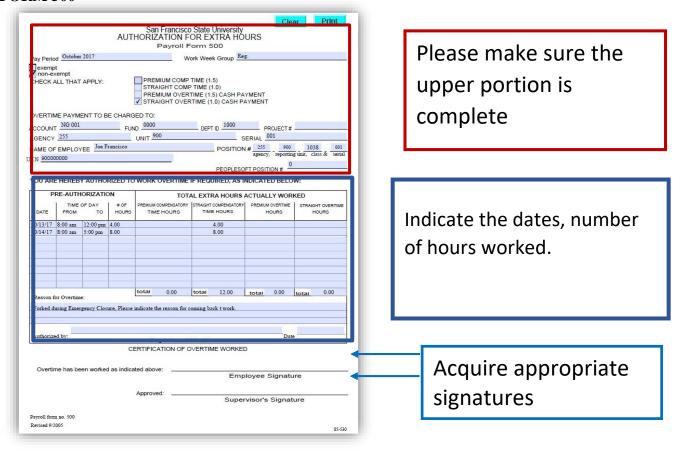
To report extra hours worked for non-exempt employees, the Department and Employee will need to complete payroll form 500 (Authorization for Extra Hours) for and form 501(Report of Extra Hours Worked) and submit both forms to their Payroll Analyst the last day of the Pay Period.

## **FORM 500**



## **FORM 501**

