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**

Please make sure the upper portion is complete.

Indicate the dates, number of hours worked.

Acquire appropriate signatures.

**FORM 501**

Please make sure the upper portion is complete.

Indicate numbers of hours for the day(s) the employee worked.

i.e.: Joe’s work schedule M-F 8 hrs/day & he came to work 4 hours on 10/13/17 & 8 hours on 10/14/17.