

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

Circular No. 48  
Series 2015-2016

May 5, 2016

Deputy Superintendent

Employee Overtime Guidance

TO: All Staff

FROM: Linda T. Wise, Deputy Superintendent

The Department of Budget and Finance has established written procedures, **Employee Overtime Guidance (FIN-PROC 700)**. These guidelines provide direction regarding allowable overtime for Non Exempt employees and instructions on how to account for them.

The **Non Exempt Time Form (FIN-FORM 700)** must be approved by the appropriate Workday Manager and sent electronically to Payroll for validation and payment to individual employee. Completed forms should be emailed to [payroll@hcpss.org](mailto:payroll@hcpss.org).

Employees may access **Employee Overtime Guidance and Non Exempt Time Form** on the STAFF HUB under Services: (ALFRESCO) IFAS Financial Forms and Procedures: 700 FIN FORM Employee Overtime Guidance.

If you have questions, please contact the Payroll Manager, Budget and Finance, (410) 313-1582.

LTW/BD/md

# Non Exempt Time Form

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Employee Name: \_\_\_\_\_

E#: \_\_\_\_\_

Pay Period Ending: 5/11/2016

Day	Date	Regular Hours	Overtime	Sick	Vacation	Personal	Other	Total
Thursday	4/28/2016							
Friday	4/29/2016							
Saturday	4/30/2016							
Sunday	5/1/2016							
Monday	5/2/2016							
Tuesday	5/3/2016							
Wednesday	5/4/2016							
Thursday	5/5/2016							
Friday	5/6/2016							
Saturday	5/7/2016							
Sunday	5/8/2016							
Monday	5/9/2016							
Tuesday	5/10/2016							
Wednesday	5/11/2016							
<b>Total hours</b>								

*I certify the above accurately reflects the hours worked or leave taken by me. I understand falsification of this timesheet constitutes grounds for termination.*

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date

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## NON EXEMPT TIME FORM INSTRUCTIONS

### Who should complete a Non Exempt Time Form

- All employees that work beyond their normal work schedule who do NOT use a time clock for payroll purposes and are non-exempt (eligible for overtime).
- Salaried (Exempt) employees are not eligible for overtime.

### How to complete a Non Exempt Time Form (FIN-FORM 711)

- Enter legal name
- Enter E number
- Enter pay period ending date - the date field in the time sheet will automatically populate
- Enter number of hours as designated on the Time Card  
Although Workday will contain all of the time off details, please enter it on the time sheet. This allows a full biweekly view. Payroll will validate the time off and overtime calculations.
- Sign Name
- Date
- Pass to Manager for approval signature and date.

### Manager will forward to Payroll.

Payroll will validate the time off and overtime calculations and enter the overtime in Workday for payment.