ROUTING SEQUENCE
☐ Supervisor
☐ Asst. Sup. Business
☐ Payroll Clerk

EDGEMONT UNION FREE SCHOOL DISTRICT

NON-PROFESSIONAL STAFF
OVERTIME & ADDITIONAL PAYMENT FORM

PAYEE: _____ BUILDING: _____

OVERTIME - TIME SHEET

For all overtime submissions, attach a copy of the sign-in sheet for the pay period.

DATE	DESCRIPTION	HOURS

ADDITIONAL PAYMENTS

DATE	DESCRIPTION	HOURS	PAYMENT

PAYEE SIGNATURE: _____ DATE: _____

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APPROVED: _____ DATE: _____
Immediate Supervisor

APPROVED: _____ DATE: _____
Assistant Superintendent for Administration & Business

FOR BUSINESS OFFICE USE ONLY

Board Approval Req: ☐ No ☐Yes; Approval: _____

Budget Code: _____

Entered By: _____

Updated: August 27, 2025