**SIR SANDFORD FLEMING COLLEGE** 

**SHIFT PREMIUM / ON-CALL / LEAD HAND**

**EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYEE # \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_**

**SHIFT PREMIUM REPORT**

**WEEK ENDING DATE (SATURDAY)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YY** | **MM** | **DD** | **TOTAL HOURS PER WEEK** |  | **TOTAL PAID** | **STATE HOURS WORKED** |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | **TOTAL** | **$** |  |

**ON-CALL REPORT**

**WEEK ENDING DATE (SATURDAY)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YY** | **MM** | **DD** | **TOTAL HOURS PER WEEK** |  | **TOTAL PAID** | Overtime sheet submitted if call back article applies (Article 6.4) |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | **TOTAL** | **$** |

**LEAD HAND REPORT FOR TEMPORARY ASSIGNMENTS**

**WEEK ENDING DATE (SATURDAY)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YY** | **MM** | **DD** | **TOTAL HOURS PER WEEK** |  | **TOTAL PAID** | **WHO LEADING?**  **NAME/POSITION** |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | X $ \_\_\_\_\_\_\_\_ = | $ \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | **TOTAL** | **$** |  |

**EMPLOYEE'S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_DATE:**

**SUPERVISOR'S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_DATE:**

**PAYROLL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**