THE AMERICAN UNIVERSITY IN CAIRO
Human Resources Office

CONTRACTOR OVERTIME SHEET

COMPASS EGYPT COMPANY

Date: DD / MM / YYYY

Supervisor: _____

Period: _____

Department: _____

No	Staff Name	Official Holiday Hours*	After Working Hours	Night Hours**	Total Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

(Print Now) **(Reset Form)**

_____

Supervisor Signature **Date**

**** Official Holiday Hours:***

Are the hours worked during normal day timing. Hours worked beyond this time are to be included in "After Working Hours" and/or "Night Hours" according to the timing determined for each.

***** Night Hours:***

{Dec, Jan, Feb} - Night hours after 5pm
{Mar, Apr, May, Sep, Oct, Nov} - Night hours after 6pm
{Jun, Jul, Aug} - Night hours after 7pm