

**NAIROBI CITY WATER & SEWERAGE CO. LTD**

**COMPUTER PAYROLL**

**OVERTIME/EXTRA TIME AUTHORIZATION**

Name ..... Est.....

Region ..... Section..... Scale .....

Reasons for Overtime.....

Authority to work overtime: Ref ..... Dated.....

Total Number of hours worked .....

Recommended/Not Recommended .....

Section Head ..... Date.....

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**CERTIFICATION OF OVERTIME/EXTRA TIME WORKED**

I Worked for ..... hours ..... minutes as authorized above.....hrs (Weekdays)

and.....hrs (weekends) in the month of.....2021

Date:..... Signature .....

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**SALARIES SECTION**

Overtime Amount ----- Date.....

Computed by ----- Date .....

Authorized for payment by ----- Date .....

Paid to code ----- Date .....

Verified by -----Date .....

**Summary of computation:**

Weekend/Holidays: Basic Pay sh.....\*2\* ..... Hrs =

	169	
Weekday:	Basic Pay sh.....*1.5* ..... Hrs	=
	169	

Security staff:	Basic Pay sh.....*2* ..... Hrs	=
	260	

**TOTAL HOURS WORKED** ..... **MAN No.** .....

[illegible]