

NAIROBI CITY WATER & SEWERAGE CO. LTD

COMPUTER PAYROLL

OVERTIME/EXTRA TIME AUTHORIZATION

Name Est.....

Region Section..... Scale

.....

Reasons for

Overtime.....

Authority to work overtime: RefDated.....

Total Number of hours worked

Recommended/Not Recommended

.....

Section Head Date.....

CERTIFICATION OF OVERTIME/EXTRA TIME WORKED

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

hours.....(weekends) in the month of.....2018

Date:..... Signature

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]