

ITALY I.S.D. TIME REPORT

This summarizes time worked by: _____

For the week beginning Monday: (____ - ____ - ____)

Sunday:	In	Out	In	Out	In-extra	Out-extra
Monday:						
Tuesday:						
Wednesday:						
Thursday:						
Friday:						
Saturday:						

Total Hours: _____ Total Extra Duty Hours: _____ TOTAL: _____

The following codes should be used on extra duty hours:

Tutoring: T
 Saturday School: S
 Other: O
 Games: G
 Bus Monitoring: B
 Detention: D

Explanation of hours if needed: _____

Overtime will not be paid at Italy ISD unless previously approved by supervisor and business office. A rate of 1 ½ times the regular rate for all hours worked over 40 per week will be given as comp time or a rate of pay if necessary.

The Time Report should be submitted to the campus secretary at the end of each week.

Employee's Signature

APPROVED BY: _____
(Principal)

APPROVED BY: _____
(Superintendent)