



ADDITIONAL HOURS FORM SALARIED EMPLOYEES

Use this form to request pay for additional hours worked for salaried employees.

 Employee Number

 Job Code

 Account Number

Date	Time Worked		Hours Worked	Reason for Additional Hours	<u>To be filled out by supervisor</u>		
	From	To			C =Curriculum Rate,	P = Per Diem Rate	EC = Enhanced Curriculum Rate*
					(Circle One)		
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
					C	P	EC
TOTAL HOURS							

 Employee Name

 Employee Signature

 Building or Location

 Administrator/Supervisor Signature

RETURN TO HUMAN RESOURCES

**Please note that Enhanced Curriculum Rate must be pre-approved by administration.*

 Administrator, Human Resources