



Account Number

Date	Time Worked		Hours Worked	Reason for Additional Hours	FLAT RATE
	From	To			
			1	Co-Teaching Planning Before/After School	35
TOTAL HOURS			1.00	TOTAL AMOUNT	\$35.00

PLEASE PRINT - Employee Name

Employee Signature

Building or Location

Administrator/Supervisor Signature

Use this form to pay additional hours at a flat, specified rate.

Administrator, Human Resources