**WAYNE TRACE LOCAL SCHOOL**

**EMPLOYEE COMP REPORT**

**EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUILDING OR DEPARTMENT YOU WORKED AT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete ALL information below. Circle AM or PM. If information is missing it will result in a delay of payment.**

 **WEEK 1 DUTIES PERFORMED Worked/ START TIME FINISH TIME HOURS**

**DATE WORKED Used**

**MONDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**TUESDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**WEDNESDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**THURSDAY**

 **\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**FRIDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**SATURDAY**

 **\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**SUNDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_ \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* WEEK 2 DUTIES PERFORMED START TIME FINISH TIME HOURS**

 **DATE WORKED**

**MONDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**TUESDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**WEDNESDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**THURSDAY**

 **\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**FRIDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**SATURDAY**

 **\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**SUNDAY**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_ AM / PM \_\_\_\_\_\_\_\_\_\_\_**

**TOTAL HOURS WORKED: \_\_\_\_\_\_\_\_\_\_ TOTAL HOURS USED: \_\_\_\_\_\_\_\_\_\_**

**EMPLOYEE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**TOTAL HOURS WORKED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(1 ½ for those over 40 hours a week) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **TOTAL COMP TIME HOURS EARNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rev 10/2023**