

**WAYNE TRACE LOCAL SCHOOL  
EMPLOYEE HOURLY / OVERTIME REPORT**

001-2822-149-0000-000000-400

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

BUILDING OR DEPARTMENT YOU WORKED AT: Payne Mailbag

**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	START TIME	FINISH TIME	HOURS
DATE WORKED				
<u>MONDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>TUESDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>WEDNESDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>THURSDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>FRIDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>SATURDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>SUNDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
	_____	_____ AM / PM	_____ AM / PM	_____

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WEEK 2	DUTIES PERFORMED	START TIME	FINISH TIME	HOURS
DATE WORKED				
<u>MONDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>TUESDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>WEDNESDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>THURSDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>FRIDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>SATURDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
<u>SUNDAY</u>	_____	_____ AM / PM	_____ AM / PM	_____
	_____	_____ AM / PM	_____ AM / PM	_____

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

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

TOTAL HOURS WORKED: \_\_\_\_\_ TOTAL OVERTIME HOURS WORKED: \_\_\_\_\_

HOURLY RATE: \$2.00 per day OVERTIME HOURLY RATE: \_\_\_\_\_

TOTAL TO BE PAID: \_\_\_\_\_ TOTAL OVERTIME TO BE PAID: \_\_\_\_\_