**WAYNE TRACE LOCAL SCHOOL**

**TEACHER COVERAGE FORM**

**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 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 \_\_\_\_\_\_\_\_\_\_\_ \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* 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: \_\_\_\_\_\_\_\_\_\_**

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

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

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

**TOTAL HOURS WORKED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 001-1130-113-0000-000000-200-16 HS**

**HOURLY RATE: \_\_$30.00 per period\_\_\_ 001-1110-113-0000-000000-300-16 GH**

**TOTAL TO BE PAID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 001-1110-113-0000-000000-400-16 Payne**

**Rev 2-2025**