



CLASSIFIED EXTRA HOURS

(For hours worked beyond daily contracted hours)

Month/Year: _____

Name: _____

Building: _____

Date	Explanation	Over Hours	Account Code
Total			

I hereby certify that the above is a true and accurate record of hours worked.

Report hours in fifteen minute increments:

- 1/4 hr. = .25
- 1/2 hr. = .50
- 3/4 hr. = .75

Payroll Use: _____

Employee Signature _____

Supervisor Signature _____