



## Travis Unified School District Out-of-Class Authorization

On the following day(s) \_\_\_\_\_ worked out of class in a lead position for  
Employee

\_\_\_\_\_ at \_\_\_\_\_ the following hours:  
Lead Site

Dates:

Hours worked in lead position:

Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Please pay Out of Class for a Total of \_\_\_\_\_ hours on the \_\_\_\_\_ payroll cycle.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lead Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Authorization

\_\_\_\_\_  
Date

### Payroll Calculation:

\_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Lead Range/Step    Hourly Rate    Norm Range/Step    Hourly Rate    OUTC Hourly    Total Hours    Total OUTC paid