Mount Olive Township School District – Time Sheet for Extra Hours

| lame: | | Current Position: | | |
|---------------------------|--|---|---------------|--|
| (please print full name) | | - | | |
| chool: | | Currently Approved Hours: | | |
| | | | (example: 8:0 | 00 - 3:00 |
| Please ensu | | npleted in their entirety. Any su urned and your extra pay may b | | ng necessary |
| Date Worked | Extra Time Worked (example. 9:00-1:00) DO NOT INCLUDE BASE HOURS | Reason | | Total Hours * *ALL HOURS NEED TO B. IN DECIMAL FORMAT ONLY (see below)* |
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| *Examples: 15m | $\frac{1}{1}$ ins = .25 | ins = .75 *TOTAL 1 | HOURS - | |
| upervisor/Principal to co | | | | |
| oard Approval Ag | enda Date: | Action Item Number | : | |
| upervisor or Buildi | ing Principal Signature: | D | ate: | |

By signing above, I hereby certify that I have verified the dates and hours worked as noted on this timesheet.