Woodburn School District
EXTENDED HOURS/ OVERTIME PAY LOG

Employee Name: _____
Enter Your Full Legal Name

School/ Work Location: _____ Classification: _____

Pre-Approval Date:	Pre-Approval Supervisor Initials	Pre-Approval Pay Rate (P, C, S, B)	Staff Acceptance Initials	Work Date:	Description (Be Specific)	Account Number	Hours (to nearest 15 minutes)

All hours listed on this log must be **pre-approved** by your supervisor. This timecard will be unpaid if all columns above are not completed.

TOTAL HOURS

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Pay Rate Codes: P - Per Diem; C - Curriculum; S - Supervision Rate, B - Sub Rate

Business Office Use: _____ Hours at Per Diem _____ Rate _____ Hours at Curriculum _____ Rate _____ Hours at OT _____ Rate