

**GENESEE JT SCHOOL DISTRICT #282  
WAGE AND HOUR RECORD**

EMPLOYEE \_\_\_\_\_

MONTH \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HOURS
DATE						
REGULAR HOURS						
Pre-approved OT Hrs						
OT Hours Description						
						TOTAL HOURS

DATE						
REGULAR HOURS						
Pre-approved OT Hrs						
OT Hours Description						
						TOTAL HOURS

DATE						
REGULAR HOURS						
Pre-approved OT Hrs						
OT Hours Description						
						TOTAL HOURS

DATE						
REGULAR HOURS						
Pre-approved OT Hrs						
OT Hours Description						
						TOTAL HOURS

DATE						
REGULAR HOURS						
Pre-approved OT Hrs						
OT Hours Description						
						TOTAL HOURS

I certify that the above recorded hours of work include only hours of work (no lunch time included) and the hours are accurate for the dates stated during that pay period. Any overtime hours must have prior approval by the Superintendent as noted in Policy 600.33 and hours initialed to qualify for payroll .

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE