

Latrobe School District
Supplemental Timesheet

Instructions: Fill in number of extra hours worked for each date of the month below. Timesheets are due on the last day of the month, to be paid on the 10th of the following month.

Name:	Position:	Month/Year:
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Date	Regular Hours	Overtime for Pay (1.5x) <i>requires pre-authorization</i>	Overtime for Time Off (1.5x) <i>requires pre-authorization</i>	Holiday	Floating Holiday <i>12 month employees only</i>	Comments
1						
2						
3						
4						
5						
6						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

Employee Signature: _____ Date: _____

Administrative Signature: _____ Date: _____

Budget Code: _____