



# Class Load Relief Employee Time Report

Name \_\_\_\_\_

Month \_\_\_\_\_

Building \_\_\_\_\_

Year \_\_\_\_\_

Day	Hours	Teacher	Dept. Worked For	Day	Hours	Teacher	Dept. Worked For
1				17			
2				18			
3				19			
4				12			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16				Total			

I certify that the above is an accurate record of the time worked during the period.

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

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

RECAPITULATION - Please do not write in lines below.							
Account Code		Hours		@		Pay \$	
Account Code		Hours		@		Pay \$	
Account Code		Hours		@		Pay \$	
Account Code		Hours		@		Pay \$	
<b>Total Hours</b>				<b>Total Pay</b>			