

ADDITIONAL HOURS & PATHWAYS INCENTIVE FORM SALARIED EMPLOYEES

Use this form to request pay for additional hours worked for salaried employees, and for Pathways Incentive pay for credits earned for Pathways professional learning.

Employee Number

Job Code

Account Number

Time and Hours
not needed for Pathways

Not needed for
Additional Hours

Date	Time Worked		Hours Worked	PW / MC Credits*	Reason for Additional Hours OR Pathways / Micro-Credential Course Title	C = Curriculum Rate (\$28) P = Per Diem Rate PW = Pathway Rate (\$30) MC = Micro-Credential Rate (\$90)			
	From	To				C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
						C	P	PW	MC
Total Hours or PW / MC Credits									

**For Pathways or Micro-Credential Credits, you must attach a copy of your Certificate from The Learning Center.*

Employee Name

Employee Signature

Building or Location

Administrator / Supervisor / Budget Manager Signature

Administrator, Human Resources Signature

RETURN FORM TO HUMAN RESOURCES