## BEFORE/AFTER SCHOOL TUTORING-FLAT RATE

| Employee Number |  |  |  | Job Code Accoun | Account Number |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Time <br> From |  | Hours Worked | Reason for Additional Hours | flat rate |
|  |  |  | 1 | Tutoring- Before/After School | 35 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | TOTAL | URS | 1.00 | TOTAL AMOUNT | \$35.00 |

Building or Location

Use this form to pay additional hours at a flat, specified rate.

## Employee Signature

Administrator/Supervisor Signature

Administrator, Human Resources

