

# Extra Time Tracking Sheet - SERRF

Month / Year:

Base Hours Per Day: (i.e. 4)

Employee Name:

Job Title:        **SERRF Project Liaison**

Scheduled Work Hours: (i.e. 2:00-6:00)

Last four SSN #:

School Site (if applic)

DATE (MM/DD/YY)	EXTRA HOURS WORKED (i.e. 6:00-6:30)	REASON	TOTAL
<b>TOTAL Regular Hours</b>			
<b>SUB-FACILITATOR HOURS</b>			
<b>TOTAL Sub-Facilitator Hours</b>			

Employee Signature:

Date:

Facilitator Signature:

Date:

Supervisor Signature:

Date: