

Prince George's County Public Schools
Late Temporary Hourly Employees' Time and Attendance Report

School/Office: _____

Payroll Period Ending: _____

Hours Type: Time Entry Wages Element

Employee Name <i>Please Print or Type</i>	Employee Assignment Number	Hours Worked	Date Worked	Comments

Approval Signature: _____ Name: _____

Title: _____ Date: _____

This form is to be used to request payment for time not reported on Oracle Timecard for temporary, hourly, substitute transportation or substitute food service workers or second assignment positions.
This form is not to be used for sub paraprofessional time reporting.

DIRECTIONS:

1. A separate Temporary Hourly Employee Time and Attendance Report should be submitted for each pay period. These forms must include the following:
 - a. Employee Name;
 - b. Employee Assignment/Identification Number;
 - c. Hours Worked;
 - d. Date Worked;
2. Fill in the date or dates that the coverage was provided in the column designated for this information. This must be a single date such as 10/16/07 for each line.
3. Provide the number of hours worked each day in the column designated for this information as formatted as 7.5(not 7.3) for 7 and a half hours.
4. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
5. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
6. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.