



**Extended Learning Late Time and  
Attendance Report for TEACHERS Only**

School/Office: \_\_\_\_\_

Payroll Period Ending: \_\_\_\_\_

***Hours Type: Extended Learning Pay Element***

<b>Employee Name</b> <i>Please Print or Type</i>	<b>Employee Assignment Number</b>	<b>Hours Worked Limited 4 Hrs. Per Day During School Year</b>	<b>Date Worked</b>	<b>Budget Account Code (31-Character Cost String)</b>

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# GUIDELINES

1. This form is to be used to request pay for time not reported within a past pay period as pay for teachers working in an Extended Learning Program. This form is to be used as source document for hours payable to Teachers only.
2. Individual dates and employees must be reported for each line. Do not group dates or hours on one line. More than one employee can be listed on the form.
3. If a budget code is left blank, the School/Office funds will be used as the default cost string.
4. This form is not to be used to pay any other category of employee working on an ELO program.
5. Teachers may be paid ELO hours for time worked in evenings after normal scheduled work hours or on Saturday's. No Sundays. There is a limit of 4 hours per day during the school year.
6. The rate of pay for extended learning hours is 1/1500 of annual salary.
7. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
8. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.