

**Prince George's County Public Schools**  
**Temporary Hourly Employees' Time TRACKING Report**

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

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

Hours Type: ***Time Entry Wages Element***

Employee Assignment Number: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

Date Worked	Hours Worked	Start and End Time worked	Comments

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

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

Timekeeper: \_\_\_\_\_ Date Entered: \_\_\_\_\_

This form is to be used to track and approve time for temporary, hourly, substitute transportation workers or second assignment positions. The time tracked on this form will be entered on the timecard for the designated day in each pay period. This form is not to be used for subparaprofessional time reporting.

**GUIDELINES:**

1. A separate Temporary Hourly Employee Time and Attendance Report should be submitted for each temp employee each pay period. These forms must include the following:
  - a. School name, Employee Name and assignment number at top of the form;
  - b. Date worked;
  - c. Hours Worked;
  - d. Start and End times of hours worked and;
2. Fill in the hours worked in the column designated for this information. This must be listed as 7.5(not 7.3) for 7 and a half hours.
3. Provide the start and end time of the period worked each day for this information as 6:30am to 4:30pm
4. The Comments column must include the paraprofessional's EIN when the time entered is for a sub para.
4. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
5. Time must be entered on timecard by timecard deadline.
6. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.