Extra Time Tracking Sheet - SERRF

Month / Year: **Base Hours Per Day: (i.e. 4)**

Employee Name:

Job Title: **Site Facilitator** **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