

**TULSA PUBLIC SCHOOLS
HOURLY TIME REPORT FOR ADDITIONAL PROJECT WORK BY EXEMPT EMPLOYEES**

Employee Name:	EID:
Purchase Order #:	
School/Site Name:	School/Site Number:
Project Name:	Project Number:
Board Agenda Date:	Project Rate of Pay:
Nature of Work Performed:	
ACK Code	

*** Note: Work hours should not include commute times or meal times**

Regular Contract				
Day	Date	Start Time	End Time	Work Hours*
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				0.00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				0.00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				0.00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				0.00

Additional Project Work			
Start Time	End Time	Work Hours*	Work Location
		0.00	
		0.00	
		0.00	

Total Hours Actually Worked - Reg Assmnt 0.00

Total Project Hours 0.00

The following signatures are required:

Employee (time shown above is accurate)

Employee's On-site Supervisor

Project Manager (project funds are available for purpose)

Director - Special Projects