

WESLACO INDEPENDENT SCHOOL DISTRICT

**PREMIUM PAY RECORD OF HOURS WORKED**

(MAKE ENTRY EACH TIME YOU START OR STOP WORK IN EACH PERIOD)

POSITION \_\_\_\_\_ SCHOOL OR DEPARTMENT \_\_\_\_\_  
 NAME \_\_\_\_\_ EMPLOYEE ID \_\_\_\_\_  
 PAY PERIOD: FROM \_\_\_\_\_ DATE TO \_\_\_\_\_ DATE

WEEK 1					
DAY	A.M.		P.M.		HOURS WORKED
	IN	OUT	IN	OUT	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>WEEK 1 TOTAL</b>					

**WEEK 2**

DAY	A.M.		P.M.		HOURS WORKED
	IN	OUT	IN	OUT	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>WEEK 2 TOTAL</b>					

I certify this is a true record of hours worked.

**BI-WEEKLY TOTAL**

\_\_\_\_\_  
EMPLOYEE PRINCIPAL/ADMINISTRATOR

WESLACO INDEPENDENT SCHOOL DISTRICT

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 PAY PERIOD: FROM \_\_\_\_\_ DATE TO \_\_\_\_\_ DATE

WEEK 1					
DAYS	A.M.		P.M.		HOURS WORKED
	IN	OUT	IN	OUT	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>WEEK 1 TOTAL</b>					

**WEEK 2**

DAY	A.M.		P.M.		HOURS WORKED
	IN	OUT	IN	OUT	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>WEEK 2 TOTAL</b>					

I certify this is a true record of hours worked.

**BI-WEEKLY TOTAL**

\_\_\_\_\_  
EMPLOYEE PRINCIPAL/ADMINISTRATOR