

Gananda Central School District
1500 Dayspring Ridge
Walworth, NY 14568

Additional Time

(To be completed to report additional time worked, such as Co-Teaching, Curriculum Writing, Summer Instruction, Meetings, etc)

Name: _____

Date	Purpose of Work	Explanation	Building	Start Time	End Time	Hours Worked

Total Hours Worked: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Budget Code: _____

For Payroll Department Use: Amount Paid: _____ Initials: _____