

GUIDELINES

1. This form is to be used to track and approve paid time for teachers working in an Extended Learning Program. This form is to be used as source document for hours payable to Teachers only. The hours are to be entered on the Oracle electronic timecard using the Extended Learning Pay hours type.
2. Individual dates and employees must be reported for each line. Do not group dates or hours on one line. More than one employee can be listed on the form.
3. If a budget code is left blank, the School/Office funds will be used as the default cost string.
4. This form is not to be used to pay any other category of employee working on an ELO program.
5. Teachers may be paid ELO hours for time worked in evenings after normal scheduled work hours or on Saturday's. No Sundays. There is a limit of 4 hours per day during the school year.
6. The rate of pay for extended learning hours is 1/1500 of annual salary.
7. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.