

Prince George's County Public Schools
ILT Days Late time Report
For INSTRUCTIONAL LEAD TEACHERS Only

School/Office: _____

Payroll Period Ending: _____

Hours Type: PGCEA ILT Extra Days

Employee Name <i>Please Print or Type</i>	Employee Assignment Number	Hours Worked	Date Worked	Comments

Name: _____

Title: _____

Approval Signature: _____

Date: _____

Revised 11.9.18

NOTE: If additional lines are needed, please start a new form.

This form is to be used to request pay for time not reported on timecard for ILT teachers only.

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.

If a budget code is left blank, the School/Office funds will be used as the default cost string.

This form is not to be used to pay any other category of employee or for any other type of pay to ILT teachers.

ILT Teachers may be paid work in full days only on non-duty days or Saturday's. No Sundays and no hours less than full day.

ILT days paid per year may not exceed 10 and can be worked from July 1 to June 30 with principal pre-approval.

The rate of pay for ILT hours is the employee's regular hourly rate.

Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.

The document must be kept along with other payroll documents for the pay period and held for period of 5 years.

NOTE: If additional lines are needed, please start a new form.