

# HAZLETON AREA SCHOOL DISTRICT COMPENSATORY TIME FORM

Employee Time Record \_\_\_\_\_ Month \_\_\_\_\_

Social Security # \_\_\_\_\_ Year \_\_\_\_\_

Previous Month Balance \_\_\_\_\_

Date	Time In	Time Out	Time In	Time Out	Extra Hrs Wkd	Hours Used	Reason	Approval	Subtotal (+/-)	x1.5	Total