Please Print

Mt. Diablo Unified School District
Prep Period Coverage

Submit signed original to Payroll by the 21st of the month.

Social Security Number

Name (Last) (First)

Pay Period Ending: (MM/20/YY)

PREP PERIOD COVERAGE @ $22.00 Per Hour

MM/DD/YY Date	From	To	Prep Coverage For:	Hour Code	Description	# of Periods**	Rate of Pay
							22.00
							22.00
							22.00
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							22.00
			TOTAL	**3610**	**Add'l w/Ret**		**22.00**
				3611	**Add'l w/o Ret**		**22.00**

Employee's Signature Date

Approved: Principal Date

Program Administrator Date

** for block schedule, use 2 for each prep period

Shaded areas for Payroll use only

* **Exp Code** 000.5053.10.1140

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