



2022/2023 Standards Based Formative Assessments Time Log

Revised 4/7/23
Form Owner: Human Resources

USER INSTRUCTIONS

Form Purpose: Unit members with assessment responsibilities in or connected to state tested subject areas use this form to request payment for up to six hours of additional compensation based on their per diem rate, as provided in article 10.4 of the 2021-2024 agreement between Eugene School District 4J and the Eugene Education Association.

How to Complete this Form: Fill out this form online. Alternately, print this form and complete it by hand.

How to Submit this Form: Submit this form either electronically or on paper along with all assessments to your administrator for review.

Where to Send this Form: Email the completed form to hr@4j.lane.edu or submit a hard copy to Human Resources.

Deadline: Forms will be accepted **April 7, 2023** through **May 5, 2023**. Forms must be turned in to Human Resources no later than **5:00 pm on, May 5, 2023**. Payment will be included on the **May 2023** pay installment.

Additional Information: In the event total requests for payment exceed \$30,000, compensation will be prorated.

EMPLOYEE INFORMATION – Fill Out Completely

Last Name	First Name	Employee #
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TIME LOG – Fill Out Completely

Date	Subject Area: Assessment Detail:	Beginning Time & Ending Time in 15 minute increments
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Date	Subject Area: Assessment Detail:	Beginning Time & Ending Time in 15 minute increments

TIME LOG (Continued)		
Date	Subject Area: Assessment Detail:	Beginning Time & Ending Time in 15 minute increments
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SIGNATURE REQUIRED. By signing below you agree that you have received and reviewed the Formative Assessments. Please send to instruction any assessment that should be available to other district employees.		
<hr/> <div style="display: flex; justify-content: space-between;"> Administrative Signature Date Submitted </div>		
Subject Areas Recommended for Assessment:		