

Billings Public Schools Short Term Assignments

School Year _____

Name _____ Employee # _____

Building Assignment _____ Certified? Yes No (circle one)

If non-certified please indicate if you are: Full time _____ Part time _____

Certified staff assigned to work at taking or selling tickets, working the score clock, or other similar duties at student extra-curricular functions, will be paid for all but two assignments (2 hours per assignment). They will be paid an hourly rate of \$13.35 per hour. The minimum pay will be for one hour.

Please turn this form in to your Activity Coordinator or Principal for approval. Administrators are to send the approved time sheet to the Activities Office located at the Warehouse, attention Julie Glasson. Please keep a copy for your records.

Date	Activity	Total Hours To Be Paid
*		0
*		0
TOTAL		

***Record your two free activities on each timesheet.**

I certify the above to be correct and compensation is due me for the hours indicated.

PERSONNEL/PAYROLL USE

_____ X \$13.35 = _____
Hours Pay

101-81-720-3500-130-000

201-81-720-3500-150-000

Employee Signature Date

Building Supervisor Date

Director of Activities Date

Please note: Non-certified staff's hourly rate will be calculated by the Payroll Department.