Piper USD 203 Extra Duty Pay Request Form

Payment for extra duty shall be at the rate of $20.00 per hour. Compensation for extra duty will be paid on the next available payroll after form is submitted. Extra duty pay request forms should be submitted to the principal or designee as soon as applicable. (Please do not hold these forms until the end of the year) Clearly describe the extra duty time by listing a specific beginning time and ending time. Please include the total hours for each day.

Employee Name: **Date Submitted:**

Activity Date	Activity Description	Duty Performed	Begin Time	End Time	Total Time	Office Use

_____ _____

Employee Signature **Administrator Signature**