Enterprise City Board of Education
220 Hutchinson Street
Enterprise, AL 36331

Request for Pay for Additional Work

(All hours worked beyond regular schedule must be approved by the Supervisor and will automatically roll to Comp time (Support Personnel) unless this form is completed and approved by the Superintendent. Board Policy 6.86)

Name: _____ _____ _____ _____
Last First Middle Employee #

Identify Type of Work: ☐ Certified ☐ Admin/Management ☐ Support

Base School/Office: <<<Please Select from Drop Down List>>>

Certified Extra Work and Rate:	12
Support Extra Work and Rate:	22
Other Rate Not listed (Pre-Approval from Superintendent or designee must be attached)	
# of units worked (hours, days...)	
Date(s) of work:	
	(must include beginning & ending dates within a single month)
Estimated total amount for additional work $	

Source of Payment: ☐ Board* ☐ Local School** ☐ Other _____

*If Using Central Office General Funds this form MUST be accompanied by a pre-approved "EMPLOYEE REQUEST FOR ADDITIONAL WORK" Form

**Check must be attached for Gross Pay + Benefits

Funding (G/L) Code : _____

The applicant understands that work provided under this agreement is on an as-needed basis and that extra work may not apply towards retirement, tenure or non-probationary status. Principal/Supervisor certifies that the extra work was authorized and performed.

_____ _____ _____ _____
Applicant Signature Date Chief School Financial Officer Date
(Fwd to Principal/Supervisor)

_____ _____ _____ _____
Principal/Supervisor Date Superintendent Date
(Fwd to Payroll Dept.)

Form must be submitted to Payroll Dept. by the 10th of the month.

Print Form