



SANTA MARIA INDEPENDENT SCHOOL DISTRICT
P. O. BOX 448
SANTA MARIA, TEXAS 78592
PH: (956) 565-6308 FAX: (956) 565-0598

Employee Extra-Duty Timesheet

(Please Print in Blue or Black Ink)

Employee Name: _____

School: _____

Week Ending: _____

Work Week	Date	Time in	Time out	Lunch Duration	Time In	Time Out	Reason	Total Hours Worked	Account Code
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
								Total Hours Worked:	RATE: \$

Employee's Signature

Date

Supervisor/Principal Signature

Date

*****FORMS ARE DUE EVERY MONDAY BEFORE 10:00 A.M.*****

*****All extra duty work must be preapproved by the Superintendent as per Principal/Supervisor request*****