

**MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
Thornwood, New York 10594**

2024-25

All Timesheets and Extra Pay Forms must be submitted for administrator approval no later than two weeks following the date worked. Late submission will result in delay/denial of payment.

NOTICE OF CLAIM FOR PAYMENT – EXTRA DUTY ASSIGNMENT

School Year:

Date:

EMPLOYEE NAME:

ACTIVITY:

AMOUNT DUE:

Tax According to Withholding Forms on File

Signature of Employee

Administrator

____ / ____ / ____
Date