

Time Sheet for Professional Staff

Miscellaneous - Extra Duty

Instructions: Please complete this form for a 10-day period or for the number of days/hours you worked for the current pay period. Prepare and submit to your building principal.

All timesheets for the current pay period must be submitted to the payroll office by Monday morning following payday.

****Failure to complete this form in its entirety may result in a delay of payment****

Name: _____

Building: _____

Position: _____

First Week

Day	Month	Date	Year	Hours/ Days	Description of Work Performed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Second Week

Day	Month	Date	Year	Hours/ Days	Description of Work Performed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

*Total Hours/Days: _____

**Rate: _____

Earnings for this Period: _____

- * One class period = .7 of an hour
- **Class coverage **outside of certification** area: \$30.00
- **Class coverage **in area of certification**: per diem rate
(Salary/191 days= ____ / 7.65 hours)
- **Chaperone: \$18.50
- **Detention/Misc: \$30.00

Payroll Use Only:

Employee's Signature

Date

Supervisor's Signature

Date