

## CERTIFICATED EMPLOYEE EXTRA PAY TIMESHEET

15 min = .25  
30 min = .50  
45 min = .75  
60 min = 1

Department/School \_\_\_\_\_

***Staff*** - Please turn in completed form to your Office Manager at the end of the each month.

*Time should be recorded in increments of 15: 15 min = .25 30 min = .50 45 min = .75*

**Supervisor/Budget Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print and Sign Document**