Piper USD 203 Extra Duty Pay Request Form

Payment for extra duty shall be at the rate of **$20.00 per hour**. Compensation for extra duty will be paid on the next available payroll after form is submitted. Extra duty pay request forms should be submitted to the principal or designee as soon as applicable. **Please do not hold these forms beyond the end of a pay period.** Clearly describe the extra duty time by listing a specific beginning and ending time. **Please include the total hours for each day.**

Activity Date	Activity Description	Duty Performed	Begin Time	End Time	Total Time	Office Use

UPDATED: November 2024

Employee Name	Employee Signature	Date Submitted
Approving Administrator Name	Approving Administrator Signature	Date Approved
Payroll Reviewer Name	Payroll Reviewer Signature	Date Reviewed