EXTRA-DUTY TIME SHEET (SUPPORT EMPLOYEE)

EMPLOYEE NAME: _____ For the Weekly Period of: _____

EMPLOYEE SSN: _____

ENTER DATES OF WORK	HOURS WORKED * (Enter all hours actually worked for the entire weekly period. Do not include any time while on breaks or leave from work.)				DESCRIPTION OF EXTRA-DUTY WORK	TOTAL HOURS
	REGULAR JOB*	Reg Hours	EXTRA-DUTY	Extra Hours		
EXAMPLE:						
MONDAY						
10/5/2011	8-11:30 & 12:30-3	7.00	5:30-7:30pm	2.00	Work gate for BB game	9.00
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
Total Hours Worked			+		=	

*Time sheet must show ALL HOURS worked for ALL JOBS assigned during the ENTIRE weekly period for management of overtime as required by the Fair Labor Standards Act. Overtime begins after 40 hours of work, excluding any time while on leave from work.

Extra-Duty Hours due to Employee: _____
(Should Equal item (A) on Pay Request form)

Over Time Hours due to Employee (Total Hours less 40): _____
(Enter for item (2) on Pay Request form)

The signatures below certify the above is a true account of all hours the above named employee was actively at work for the weekly period indicated. Penalties for false statements shall be as provided by law.

_____ _____
Employee Signature Date

Check one: _____ pay wages _____ give comp time

_____ _____
Principal/Supervisor Signature Date

(Revised: 11-2011)