2024-2025 EXTRA PAY FORM

All areas must be completed, or time sheet will not be processed. **All extra pay must be turned in each month for time worked in the current month, do not accumulate months**

Printed Name_____ **Month of** _____, 20_____

Normal Daily Hours Start time_____ **End time**_____ **Total Regular Contract Hours Assigned Each Day (classified-excluding lunch time)** _____

						PRINCIPAL/SUPERVISOR USE ONLY		
DATE	**Subbed for whom?**	Extra amount of time worked **(rounded to quarter HOUR)**	**(Teachers)** Did you cover during your prep period or lunch break? **(Yes or No)**	Was time worked outside of your contract day? **(Yes or No)**	***REASON/ACTIVITY FOR EXTRA PAY- Be Specific** (Classified only)-**If working in a different position at a different rate of pay, separate amount of time worked during your normal contract hours from the amount of time worked outside normal contract hours.**	**Admin- Indicate "E" for emergency extra time. Indicate 'P" for pre-approved from the Superintendent**	Account Code: **completed by administrator,** if time is being paid from grant or special account. include account #	**For Payroll Use**

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TOTAL HOURS/MIN_____ **Column to be totaled by employee/verified by supervisor**

The employee's and the supervisor's signatures on this time sheet verify that the hours listed are true and accurately represent the hours worked. Any falsification of this time sheet may be cause for suspension or dismissal by the Grand Coulee Dam School District.

Employee_____ **Date**_____

Principal/Supervisor_____ **Date**_____

Superintendent Approval_____ **Date**_____

FOR PAYROLL USE ONLY

Hrs: _____ Rate _____ = $ _____

Hrs: _____ Rate _____ = $ _____

Hrs: _____ Rate _____ = $ _____

DRS Hours_____

Total Pay $ _____

Turn forms into your building office at the end of each month. Forms will be forwarded by each building secretary to the payroll office at the beginning of each month with a supervisor's signature. Payment will be made on the last working day of the following month in which time was worked. Please call Debbie @ District Office with any questions 633-2143 ext. 215