



Function/Supplemental Authorization Request

Please allow 5 business days for approval

Board Approved Pay Rates

\$23.50/Exempt Personnel	\$120/Full Day - Professional Development
\$35.00/ Exempt Homebound Personnel	\$60/Half Day - Professional Development
\$12.00/ Non-Exempt Personnel	<i>Intersession - \$35.00/HR for Exempt Personnel (Only Teachers)</i>
\$10.00/Sports Activities (All Personnel)	<i>Intersession - Regular Hourly rate for non-exempt personnel</i>

Type of Request

- ☐ **Function** - A function code is assigned when time worked is performed within the district
- ☐ **Supplemental** - A supplemental pay sheet is provided to record time worked outside of the district

Extension Request

- ☐ Extension for existing function/supplemental Revised Extension Dates: _____
- ☐ Change amount of days per week/hours per day Revised Days per week: _____ Revised Hours: _____

Extension Budget Authority Signature: _____

Function/Supplemental Details (ALL FIELDS MUST BE COMPLETED)

Start Date: _____ End Date: _____

Days Per Week: _____ Hours Per Day: _____

Description of Extra Duty: _____

Budget Authority Signature: _____ Timecard Approver: _____

Account Number: _____ Account Number: _____

(Exempt)

(Non-Exempt)

AFTER THE FACT REQUEST ACKNOWLEDGEMENT FROM BUDGET AUTHORITY SUPERVISOR

Supervisor Signature: _____ Date: _____

EMPLOYEE MUST AGREE TO THE FOLLOWING:

I agree to provide services to Canutillo Independent School District as stated above. I understand that services provided prior to the assignment of a function code will not be compensated as well as work performed after the end date. Furthermore, I will adhere to provide services for the specified number of days and number of hours stated in the agreement.

Employee ID or Badge ID	Employee Name	Role

Please use second page if you require additional space

For Payroll Office Use Only

Date Received:	
Approved by Finance:	
Function/Supplemental Code:	

[illegible]