

Billings Public Schools Extra Duty & Activity Time Sheet

Month _____ Year _____

Name: _____ Employee #: _____
Venue of extra-curricular event: _____
Check one: <input type="checkbox"/> Certified staff <input type="checkbox"/> Non-Certified staff <input type="checkbox"/> *Student Worker <input type="checkbox"/> *Other, specify: _____
*Payroll documentation must be completed before turning in this form.

CERTIFIED STAFF – READ AND COMPLETE
<p>Certified staff assigned to work taking or selling tickets, running the score clock, or other similar duties at student extra-curricular functions will be paid for all but two assignments* (two hours per assignment). <i>Do not submit this form until the required unpaid activities have been completed.</i></p> <p>* <input type="checkbox"/> The 2 required assignments were completed. Specify dates: _____</p> <p>The hourly rate of pay is \$15.50 per hour; the minimum pay is for one hour. Non-Certified staff's hourly rate will be calculated by Payroll.</p>

COMPLETE & SUBMIT ONE ACTIVITY TIME SHEET PER PAY PERIOD.

Date	Activity	Duty	Hours worked
Total hours to be paid			

I certify the above to be correct and compensation is due to me for the hours indicated.

PAYROLL USE ONLY		
_____	X _____	= _____
Hours	Rate	Pay
<input type="checkbox"/> 101.81.720.3500.0150.0000 <input type="checkbox"/> 201.81.720.3500.0150.0000 <input type="checkbox"/> _____		
Revised August 2025		

Employee Signature	Date
Activity Coordinator/Principal Signature	Date
Director of Activities Signature	Date

Send completed and signed form to Leslie Croaker in the Activities Office at the Warehouse.