Billings Public Schools
Extra Duty & Activity Time Sheet

Month _____ Year _____

Name: _____ Employee #: _____

Venue of extra-curricular event: _____

Check one: ☐ Certified staff ☐ Non-Certified staff ☐ *Student Worker ☐ *Other, specify: _____

*Payroll documentation must be completed before turning in this form.

CERTIFIED STAFF – READ AND COMPLETE

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). ***Do not submit this form until the required unpaid activities have been completed.***

*☐ The 2 required assignments were completed. Specify dates:_____

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.

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

☐ 101.81.720.3500.0150.0000

☐ 201.81.720.3500.0150.0000

☐ _____

Revised August 2025

_____

Employee Signature Date

_____

Activity Coordinator/Principal Signature Date

_____

Director of Activities Signature Date

Send completed and signed form to Melissa Homer in the Activities Office at the Warehouse.