Timesheet

Miscellaneous - Extra Duty

Instructions: Please complete this form for a 10-day period or for the number of days/hours you worked for the current pay period. Prepare and submit to your building principal.

All timesheets for the current pay period must be submitted to the payroll office by Monday morning following payday.

****Failure to complete this form in its entirety may result in a delay of payment****

Name: _____ **Building:** _____

Position: _____

First Week

Day	Month	Date	Year	Hours	Description of Work Performed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Second Week

Day	Month	Date	Year	Hours	Description of Work Performed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

*Total Hours/Days: _____

**Rate: _____

Earnings for this Period: _____

**One class period = .7 of an hour
**Class coverage outside of certification area: $33.00
**Class coverage in area of certification: per diem rate
(Salary/190 days=____ / 7.65 hours)
**Chaperone: $21.00
**Extra Duty: $33.00

Payroll Use Only:

_____ _____
Employee's Signature Date

_____ _____
Supervisor's Signature Date