

Name: \_\_\_\_\_ School / Dept: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 (Please print) Time sheets **must** be in their Supervisors Office by the 13th of the month. Please write clearly.  
 Position(s) Worked: \_\_\_\_\_

Month	Date	Worked Daily Hrs +	Beg Extra Time	End Extra Time	Total Extra Hours	Name of Employee Subbing for OR Job #	OR Reason for Extra Time
	13	Y / N					
	14	Y / N					
	15	Y / N					
	16	Y / N					
	17	Y / N					
	18	Y / N					
	19	Y / N					
	20	Y / N					
	21	Y / N					
	22	Y / N					
	23	Y / N					
	24	Y / N					
	25	Y / N					
	26	Y / N					
	27	Y / N					
	28	Y / N					
	29	Y / N					
	30	Y / N					
	31	Y / N					
	1	Y / N					
	2	Y / N					
	3	Y / N					
	4	Y / N					
	5	Y / N					
	6	Y / N					
	7	Y / N					
	8	Y / N					
	9	Y / N					
	10	Y / N					
	11	Y / N					
	12	Y / N					
<b>Totals</b>							

Complete only if you are on an offer of employment. Not for those paid by timesheet, such as noon duty, subs or afterschool.

**THE INFORMATION STATED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE**

Employee's Signature: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

*Supervisor approval required prior to all extra / sub time to be paid*

**District Office Use ONLY - No Writing Below This Line -**

Position	# of Hrs	Rate	Total
		\$	\$
		\$	\$
		\$	\$