



Extra Duty Time Sheet

	Job Type <i>Please check your job type. Use a different timesheet for each job type.</i>	Activity Codes
<input type="checkbox"/>	Custodial	1. Sub/PT Custodian 2. Snow Removal 3. Seasonal 4. Other
<input type="checkbox"/>	Maintenance	1. Building Check 2. Landscaping 3. Snow Removal 4. Alarms 5. Other
<input type="checkbox"/>	Support Staff	1. Music 2. Club/Sports 3. Opportunity Room 4. Committee 5. Staff Development 6. Swim 7. Clerical
<input type="checkbox"/>	Technology	1. Primary Work Extra Duty 2. Seasonal
<input type="checkbox"/>	Transportation	1. Field Trip 2. Sports/Swim 3. Special Ed Sub Driver 4. Regular Ed Sub Driver 6. Sub Aide/Monitor
<input type="checkbox"/>	Teacher Academic	1. Music 2. Club/Sports 3. Opportunity Room 4. Committee 5. Staff Development 6. Internal Sub 7. Swim
<input type="checkbox"/>	Teacher Supportive Duties	1. Supervision of Sporting, Music or Dance Event 2. Auditorium Program - Curtain 3. Childcare

Date (-/-/-)	Code #	Activity- Describe Work Done	Time: From – To	Total Hours
Time sheets are due to the Administration Center by the 7th & 21st of each month to be paid on the next payroll. Time sheets need to be given to the Principal or Administrator one day prior to this date.			Grand Total= <i>Express in decimal equivalent of .25</i>	

<i>Principal or Director Approval Signature:</i>	
<i>Employee Signature:</i>	
<i>Building (Please Check)</i> <input type="checkbox"/> AC <input type="checkbox"/> Enger <input type="checkbox"/> MECC <input type="checkbox"/> MMS <input type="checkbox"/> Roy <input type="checkbox"/> Scott <input type="checkbox"/> Westdale	<i>Employee Name (Please Print)</i> _____

Time sheets should be completed and submitted in a timely manner, as the work is done. Hours reported are to reflect actual hours worked.