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| **Extra Duty Time Sheet** |
| **Job Type***Please check your job type.Use a different timesheet for each job type.* | **Activity Codes** |
|  | **Custodial** | **1.** Sub/PT Custodian **2.** Snow Removal **3.** Seasonal **4.** Other |
| **** | **Maintenance** | **1.** Building Check **2.** Landscaping **3.** Snow Removal **4.** Alarms **5.** Other |
| **** | **Support Staff** | **1**. Music **2.** Club/Sports **3.** Opportunity Room **4.** Committee **5.** Staff Development **6.** Swim 7. Clerical |
| **** | **Technology** | **1.** Primary Work Extra Duty **2.** Seasonal  |
| **** | **Transportation** | **1.** Field Trip **2.** Sports/Swim 3**.** Band **4.** Inner School **5.** Substitute **6.** Bus Evacuation **7.** Aide **8.** Other |
| **** | **Teacher Academic** | **1.** Music **2.** Club/Sports **3.** Opportunity Room **4.** Committee **5.** Staff Development **6.** Internal Sub **7.** Swim  |
| **** | **Teacher Supportive Duties**  | **1.** Supervision of Sporting, Music or Dance Event **2.** Auditorium Program - Curtain **3.** Childcare |

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| **Date (-/-/-)** | **Code #** | **Activity- Describe Work Done** | **Time: From – To** | **Total Hours** |
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| **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=***Express in decimal equivalent of .25* |  |
|  |
| *Principal or Director Approval Signature:* |  |
| *Employee Signature:* |  |
| *Building (Please Check)*****AC  ****Enger ****MECC ****MMS ****Roy ****Scott ****Westdale |  *Employee Name (Please Print)* |

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