

EXTRA DUTY TIME SHEET



Name: _____ Month: _____

Time sheets should be completed and submitted in a timely manner, as work is done. Hours reported are to reflect actual hours worked. *Time sheets are due at the end of each working month and paid the following month.* **Make sure Frontline Time & Attendance reflects time you are submitting.**

CODE: 1 Cafeteria 2 Custodial 3 Clerical 4 Bus Driving 5 Students/Community 6 Other

DATE	IN	OUT	LUNCH TIME	CODE	TOTAL HOURS	WORK PERFORMED
TOTAL						

OFFICE USE ONLY										
Fund	Resource	Year	Object	Goal	Function	Site	Straight	OT HRS	Payroll use	Payroll use

Employee Signature Date Supervisor Signature Date

By signing you state that the information provided above is true and correct.