EXTRA DUTY TIME SHEET

	Job Type Please Check your Job Type Here	Activity Codes
	Custodial/Maintenance	1. Sub/PT Custodian 2. Cafeteria 3. General 4. Seasonal 5. Other
	Support Staff	1. Translate meetings 2. Staff Development 3.Clerical 4. Other
	Technology	1. Primary Work Extra Duty 2. Seasonal
	Other	1. Chaperon 2. Book Fairs 3. Other(explain)

Date (-/-/-)	Code #	Activity – Describe Work Done	Time: From - To	Lunch Break	Total Hours

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 VeriTime also reflects time you are submitting.

Grand Total: *Express in decimal equivalent of .25*

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

Employee Name (Please Print):	
Employee Signature:	
Supervisor or Admin Signature:	