



EXTRA DUTY TIME RECORD

NAME (Print) _____ **SCHOOL** _____

This form is to be used for all extra duty hours.

DATE	Start Time	End Time	TYPE OF WORK DONE	NUMBER OF HOURS
			TOTAL NUMBER OF HOURS	

Total Hours Worked _____ @ \$ _____ = \$ _____

Account Code _____

Employee's Signature

Date

Administrator's Signature

Date