

INSTRUCTIONS: Time Sheet for Extra Pay-Overtime Pay-Supplemental Pay from Internal Funds or Additional Hour Pay

Choose Type of Pay: Extra Pay

Name: The name of the employee must be completed. Please print.

Employee ID: The District issued Employee Number

School/Department: The School/Department must be completed to identify the responsible cost center

Payroll Pay Period: Please refer to the appropriate Payroll Schedules for the Payroll Pay Period beginning and ending dates.

Employee Type: Choose the correct employee type

Funding Source: (to be entered by school/department Secretary) Choose Budgeted Funds or School Internal Funds.

Work Performed: This must be completed and should identify the specific work performed. Meal breaks should also be reported.

Date Worked: The specific date additional hours were worked.

Start Time/End Time: Enter the time work started and the time work ended.

Total Hours: Total hours work was performed for a specific date.

Rate of Pay: Rate of pay should be entered by school/department secretary. Certain rates of pay may require Board approval.

Funding Source: Funding source should be entered by school/department secretary. Do not combine Budgeted Funds source and Internal Funds funding source on the same sheet.

Employee Signature and Date: Employee must certify the accuracy of the form, sign the form and date the form.

Principal or Dept. Head Signature and Date: Signature of responsible person authorized to approve time worked.

Contact Phone Number: the phone number of the secretary or department head in the event Payroll has questions about the form.

DISTRIBUTION OF FORM: *Original is to be maintained at school with Skyward Payroll Worksheet
Copy is to be sent to the Payroll Department via fax or email.*
