

# TIME SHEET – EXTRA PAY – INTERNAL FUNDS

Instructions: Please complete and submit to your school or department Timekeeper for processing. This should be attached to the Kronos Timesheet.

Name: (please print) \_\_\_\_\_  
Employee ID Number: \_\_\_\_\_  
School/Department: \_\_\_\_\_  
Payroll Pay Period: from: \_\_\_\_\_ to: \_\_\_\_\_

☐ Instructional      ☐ Professional  
☐ Educational Support      ☐ SUB/Misc

Work Performed-provide brief description	Date Worked (mm/dd/yy)	Start Time	Total Hours	Rate of Pay	FUNDING SOURCE (to be completed by School or Department)							
		End Time			Fund	Type	Function	Object	Facility	Project	SubProj(YR)	Program
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E						

I certify this time sheet is an accurate record of time worked.

Grand Total

Employee's Signature

Principal/Department Head Signature

Date

Date

Contact Phone Number