

MONROE COUNTY SCHOOLS EMPLOYEE EXTRA SERVICE TIME SHEET

EMPLOYEE: _____

Completed form must be turned in to your IMMEDIATE SUPERVISOR with your regular timesheet by the end of the pay period.

DATE (M/D/YY)	TIME IN	TIME OUT	TOTAL HRS	JOB/LOCATION (MUST BE COMPLETED)	APPROVED FOR PAYMENT (SIGNATURE REQUIRED)	<u>FOR OFFICE USE ONLY</u> ORG/OBJECT/PROJECT

TOTAL HRS: X RATE: \$ _____ = \$ _____ / OT HRS: _____ X OT RATE: \$ _____ = \$ _____

DATE (M/D/YY)	TIME IN	TIME OUT	TOTAL HRS	JOB/LOCATION (MUST BE COMPLETED)	APPROVED FOR PAYMENT (SIGNATURE REQUIRED)	<u>FOR OFFICE USE ONLY</u> ORG/OBJECT/PROJECT

TOTAL HRS: X RATE: \$ _____ = \$ _____ / OT HRS: _____ X OT RATE: \$ _____ = \$ _____

DATE (M/D/YY)	TIME IN	TIME OUT	TOTAL HRS	JOB/LOCATION (MUST BE COMPLETED)	APPROVED FOR PAYMENT (SIGNATURE REQUIRED)	<u>FOR OFFICE USE ONLY</u> ORG/OBJECT/PROJECT

TOTAL HRS: X RATE: \$ _____ = \$ _____ / OT HRS: _____ X OT RATE: \$ _____ = \$ _____

DATE (M/D/YY)	TIME IN	TIME OUT	TOTAL HRS	JOB/LOCATION (MUST BE COMPLETED)	APPROVED FOR PAYMENT (SIGNATURE REQUIRED)	<u>FOR OFFICE USE ONLY</u> ORG/OBJECT/PROJECT

TOTAL HRS: X RATE: \$ _____ = \$ _____ / OT HRS: _____ X OT RATE: \$ _____ = \$ _____

DATE (M/D/YY)	TIME IN	TIME OUT	TOTAL HRS	JOB/LOCATION (MUST BE COMPLETED)	APPROVED FOR PAYMENT (SIGNATURE REQUIRED)	<u>FOR OFFICE USE ONLY</u> ORG/OBJECT/PROJECT

TOTAL HRS: X RATE: \$ _____ = \$ _____ / OT HRS: _____ X OT RATE: \$ _____ = \$ _____

EMPLOYEE SIGNATURE (I certify that the above information is correct.)