

FREMONT COUNTY SCHOOL DISTRICT #38

EMPLOYEE EXTRA DUTY SHEET

EMPLOYEE NAME: _____ PAYROLL DATES: _____

| PROGRAM/GRANT | | |
|---|----------------|---|
| ____ EXTENDED DAY | ____ CERTIFIED | ____ CLASSIFIED 01 001 1265 111/113 001 |
| ____ SUMMER SCHOOL | ____ CERTIFIED | ____ CLASSIFIED 01 001 1265 111/113 002 |
| ____ 21 ST CENTURY AFTER SCHOOL | ____ CERTIFIED | ____ CLASSIFIED __ 001 1200 111/113 160 |
| ____ 21 ST CENTURY SUMMER SCHOOL | ____ CERTIFIED | ____ CLASSIFIED __ 001 1200 111/113 260 |
| ____ ATHLETICS – YOUTH | ____ CERTIFIED | ____ CLASSIFIED 01 001 1410 111/113 000 |
| ____ ATHLETICS – JH | ____ CERTIFIED | ____ CLASSIFIED 01 001 1420 111/113 000 |
| ____ ATHLETICS – HS | ____ CERTIFIED | ____ CLASSIFIED 01 055 1430 111/113 000 |
| ____ OTHER _____ | ____ CERTIFIED | ____ CLASSIFIED _____ |
| <small>NAME OF PROGRAM/GRANT</small> | | <small>BUSINESS OFFICE USE ONLY</small> |

IF EXPENDITURES ARE TO COME OUT OF A GRANT, THE FEDERAL PROGRAMS DIRECTOR MUST SIGN!

| SIGNATURES | | |
|---|--|---------------|
| _____ EMPLOYEE'S PRINTED NAME | _____ EMPLOYEE'S SIGNATURE | _____ DATE |
| _____ SUPERVISOR/DIRECTOR'S PRINTED NAME | _____ SUPERVISOR/DIRECTOR'S SIGNATURE | _____ DATE |
| _____ FEDERAL PROGRAMS DIRECTOR'S PRINTED NAME | _____ FEDERAL PROGRAMS DIRECTOR'S SIGNATURE | _____ DATE |

PLEASE INITIAL FOR EACH PIECE OF DOCUMENTATION ATTACHED. AT LEAST ONE IN EACH GROUP MUST BE INITIALED.

____ TIME CARD WITH EMPLOYEE AND SUPERVISOR/DIRECTOR SIGNATURES
 ____ SIGN-IN SHEET ATTACHED

AND

____ STUDENT ATTENDANCE WITH EMPLOYEE'S SIGNATURE AND DATE
 ____ MEETING AGENDA ATTACHED

| FOR BUSINESS OFFICE USE ONLY | |
|----------------------------------|---------------------------------|
| PAYMENT | |
| Number of Regular Hours: _____ | at \$ _____ per hour = \$ _____ |
| Number of Over Time Hours: _____ | at \$ _____ per hour = \$ _____ |
| TOTAL AMOUNT TO PAY: \$ _____ | |