

Dew Independent School District

Extra Duty Time Sheet

If you have worked any days in addition to your assigned work days, you will be given credit towards your Teacher Retirement System time. In order to properly track this time, please fill out this form and submit to the Superintendent for approval. Any extra time worked must be reported no later than the first day of the following month.

Example:

October 8, 2011      Cross Country Meet      8:00 am      4:00 pm

Employee Name: \_\_\_\_\_

Date Worked	Reason for Work	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

Charge Code: \_\_\_\_\_ Approved by: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_