

TIMESHEETS (Extra Duty)

Program Supervisors/Building principals will approve timesheets for all employees for whom they are responsible. The timesheets are to be signed in the lower left-hand section prior to forwarding them to the District Office for approval. Timesheet forms must be provided or approved by the Payroll Department.

Procedures

Employees:

1. Original [timesheets](#) must be submitted. (No copies or faxes will be accepted.)
2. All timesheets should be presented within thirty (30) days.
3. Timesheets must be presented at least two (2) weeks prior to the pay date in which the employee will receive pay.
4. Forms are to be typewritten or filled in with ballpoint pen.
5. Use the Activity column to show the type of extra duty performed.
6. Give the completed timesheet to your supervisor/principal.

Supervisors/Principals/Administrators:

Include funding source information in the Appropriation Number column when appropriate.

Initial or sign in the lower left-hand section prior to forwarding the timesheet to the District Office.

References:

Timesheet / Extra Duty Form: [timesheet](#)