

## Extra Duty Pay Request

Date	List Duty	Start Time	End Time	Hours
_____ Printed Name			_____ Employee I.D. #	
_____ Employee Signature			_____ Date	
			Total Hours	
			Pay Rate	\$
			Amount Requested	\$

### Principal/Supervisor – Place an “x” beside the appropriate code

Extra Duty- Cafeteria Monitoring <b>JLH</b>	240-35-6128-00-105-199000
Extra Duty- Cafeteria Monitoring <b>JKB</b>	240-35-6128-00-101-199000
Extra Duty- Cafeteria Monitoring <b>SER</b>	240-35-6128-00-103-199000
Extra Duty – Cafeteria Work	240-35-6128-00-938-199000
Extra Duty – Cafeteria Community Catering	240-35-6128-01-938-199000
Extra Duty – Athletics Activities	199-36-6128-00-806-191000
Extra Duty - Maintenance	199-51-6128-00-905-199000
Extra Duty - Custodial	199-51-6128-00-904-199000
Extra Duty – Church / Community Custodial	199-51-6128-01-904-199000
Extra Duty – Mail Delivery to Campuses	199-34-6128-00-906-199000
<b>BUS DRIVER OVER 20 HRS WORK</b>	
<b>Regular Route Driver &amp; Regular Bus Aide</b>	199-34-6129-00-906-199000
<b>Sped Route Driver &amp; Sped Bus Aide</b>	199-34-6129-00-906-123000
Sub Bus Drivers - Transportation	199-34-6112-00-906-199000

APPROVED BY:

 \_\_\_\_\_  
 Principal/Supervisor

**Date Received by Payroll:**  
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