

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 JLH	240-35-6128-00-105-299000
Extra Duty- Cafeteria Monitoring JKB	240-35-6128-00-101-299000
Extra Duty- Cafeteria Monitoring SER	240-35-6128-00-103-299000
Extra Duty – Cafeteria Work	240-35-6128-00-938-299000
Extra Duty – Cafeteria Community Catering	240-35-6128-01-938-299000
Extra Duty – Athletics Activities	199-36-6128-00-806-291000
Extra Duty - Maintenance	199-51-6128-00-905-299000
Extra Duty - Custodial	199-51-6128-00-904-299000
Extra Duty – Church / Community Custodial	199-51-6128-01-904-299000
Extra Duty – Mail Delivery to Campuses	199-34-6128-00-906-299000
BUS DRIVER OVER 20 HRS WORK	
Regular Route Driver & Regular Bus Aide	199-34-6129-00-906-299000
Sped Route Driver & Sped Bus Aide	199-34-6129-00-906-223000
Sub Bus Drivers - Transportation	199-34-6112-00-906-299000

APPROVED BY:

 Principal/Supervisor

Date Received by Payroll: