



**EXTRA DUTY TIME SHEET  
PHILOMATH SCHOOL DISTRICT**

**PRINT NAME** \_\_\_\_\_ **LAST FOUR SSN:** \_\_\_\_\_

DATE	HOURS	DUTY OR POSITION	SCHOOL	ACCOUNT CODE
<b>TOTAL</b>				

Pay periods run from the 16<sup>th</sup> of one month, through the following 15<sup>th</sup> of the next.

Turn timesheet in to the District office at the completion of each pay period.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_