

Lucia Mar Unified School District
REGULAR CLASSIFIED EMPLOYEE - EXTRA DUTY TIME SHEET

Name _____ Last 4 digits SS# _____ Contract Hours _____
(Please print clearly)

DATE	MONTH	ADD. HOURS	OVERTIME	REASON FOR EXTRA DUTY	SITE	PROGRAM ACCOUNT CODE	REMARKS
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL							

DISTRICT OFFICE USE ONLY		
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
Acct #	x	=
<i>Engage • Challenge • Inspire</i>	Total	=

NOTE: Due in Payroll Dept. on the first working day following the 15th of month.
If not received by this date your check will be delayed one payroll cycle.

 Employee Signature

 Supervisor Signature

