
Employee and Retiree Service Center
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

PACS Timesheet
For Extracurricular Class 3-5 Activities
Dollars Only

Employee ID _____ Name (please print) _____

School Number _____ School Name _____

Biweekly Pay Period ____/____/____ to ____/____/____

Instructions:

1. Complete this form in ink.
 2. Use a separate form for each biweekly pay period.
 3. If you have activities at more than one school, complete a separate timesheet for each school.
 4. Complete this timesheet for each activity worked this pay period.
 5. Report each activity worked and the amount to be paid in the spaces provided below. Consult your timekeeper for activity codes if necessary.
 6. Sign this timesheet in ink and submit to the principal or timekeeper.
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		Biweekly Total To Be Paid
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____

This is to certify that my record of attendance, as shown is correct.

This is to certify that I have examined the above report and found it to be correct.

_____/____/____
Signature, Employee Date

_____/____/____
Signature, Immediate Supervisor Date
