## **Franklin Pierce Schools**

## **CLASSIFIED EMPLOYEE EXTRA PAY TIMESHEET**

For Additional Hours Beyond Regular Assignment

Name Key:	ey: Department/School:			ool:	
Employee Name:					
	Please Print				
DATE WORKED	NAME OF PERSON REPLACED OR DESCRIPTION OF DUTIES PERFORMED	HOURS WORKED	RATE OF PAY	BUDGET CODE WILL BE ASSIGNED BY BUDGET ADMINISTRATOR	
	TOTAL HOURS				
Time sheets must be turned in to the Office Manager at the end of each month Time sheets must be received in the payroll office by the 5th of each month.					
Employee Signature			Date		
Supervisor/Budget Administrator Signature				Date	