Franklin Pierce Schools

CERTIFICATED EMPLOYEE EXTRA PAY TIMESHEET

For Additional Hours Beyond Regular Assignment

Name Key: _____

Department/School: _____

Employee Name: ______
Please Print

DATE WORKED	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