## **Franklin Pierce Schools**

## **CLASSIFIED EMPLOYEE EXTRA PAY TIMESHEET**

For Additional Hours Beyond Regular Assignment

Name Name Key:		Department/School:		
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