Rochester Public Schools

WORK BEYOND CONTRACTED HOURS

(Miscellaneous hours that do not fall on another timesheet)

NAME: _____ **PAYROLL ID NUMBER:** _____

PRINT

CONTRACTED HOURS PER DAY: _____ **SITE:** _____

PAYROLL PERIOD: Sunday, _____ **to Saturday,** _____

TIMESHEET POSITION (BE SPECIFIC) _____

ONE PAYROLL PERIOD PER TIMESHEET. HOURS MUST BE WRITTEN ON ACTUAL DATE WORKED.

Day of the Week	Date	Hours Worked Beyond Contract		Number of Hours	Account Code (If different than regular salary code)
Thur	*9/10*	*5:30pm*	*8:30pm*	*3*	

I declare under the penalties of law that this amount or claim is just and correct and no part has been previously paid.

LIST ANY ABSENCES DURING THIS PAYROLL PERIOD: DATE, NUMBER OF HOURS AND TYPE OF ABSENCE.

_____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____