



POTTERVILLE PUBLIC SCHOOLS

EXTRA DUTY TIMESHEET

Employee Name: _____

Building: _____

EXTRA DUTY

	Date	Begin Time / End Time				<u>HOURS PAID</u>	Notes/Comments
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

WEEKLY TOTAL:

EXTRA DUTY

	Date	Begin Time / End Time				<u>HOURS PAID</u>	Notes/Comments
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

WEEKLY TOTAL:

TOTAL HOURS PAID:

Employee Signature: _____

Supervisor Signature: _____

Date: _____