

**TIME CARD / EXTRA DUTY
SUPERVISION AIDE USE ONLY**

EMPLOYEE NUMBER

PRINT EMPLOYEE'S LEGAL NAME _____ SITE NAME / NUMBER _____

DAY	DATE	REGULAR HOURS WORKED	EXTRA DUTY HRS WORKED	TOTAL HOURS FOR DAY	REASON FOR EXTRA DUTY	PAYROLL PERIOD	
						FROM	TO
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							

DAY	DATE	REGULAR HOURS WORKED	EXTRA DUTY HRS WORKED	TOTAL HOURS FOR DAY	REASON FOR EXTRA DUTY	EXTRA DUTY FUNDING (XX-XXX-XXXX-X-XXXX-XXXX-XXXX) POSITION SPECIFIC
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

DAY	DATE	REGULAR HOURS WORKED	EXTRA DUTY HRS WORKED	TOTAL HOURS FOR DAY	REASON FOR EXTRA DUTY	EXTRA DUTY FUNDING (XX-XXX-XXXX-X-XXXX-XXXX-XXXX) POSITION SPECIFIC
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

DAY	DATE	REGULAR HOURS WORKED	EXTRA DUTY HRS WORKED	TOTAL HOURS FOR DAY	REASON FOR EXTRA DUTY	EXTRA DUTY FUNDING (XX-XXX-XXXX-X-XXXX-XXXX-XXXX) POSITION SPECIFIC
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Supervision Aides are paid once a month on the "B" payroll. It is the responsibility of the employee to make sure Payroll receives their time card by the due date. Late time cards will be paid on the next "B" payroll.

EMPLOYEE'S SIGNATURE _____
 EMPLOYER'S SIGNATURE _____
 FOR THE ABOVE-STATED PERIOD. I FURTHER UNDERSTAND THAT FALSIFICATION OF DISTRICT RECORDS IS GROUNDS FOR DISCIPLINARY ACTION, INCLUDING DISMISSAL.