

EXTRA HOURS TIME SHEET

DEERFIELD COMMUNITY SCHOOL DISTRICT

****Must be turned in within 2 weeks of extra hours worked to ensure prompt payment as required by law!**

DATE	TIME IN	TIME OUT	REASON	TOTAL EXTRA HOURS

Total Extra Hours: _____

- *Food Service and Educational Assistants are not eligible for compensatory time.
- *Secretarial staff may be eligible for compensatory time based on prior approval from a supervisor.

Print Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Return this time sheet to your supervisor/building principal.
The supervisor/principal will forward the signed time sheet to Payroll.

Supervisor Notes: _____

If Applicable: Pd Extra Hours: _____ Comp Time: _____
