

EXTRA HOURS TIME SHEET

DEERFIELD COMMUNITY SCHOOL DISTRICT

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: _____

Supervisor Signature: _____

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: _____
