



# Examples

## Regular or Temp Employee paid from time sheet (does not have normal monthly lump)

MONTH	DESCRIPTION OF WORK			HOURS WORKED recorded in 0.25 hr increments			AUTHORIZED SIGNATURE	District Office Use Only  EXTRA VAC
	SUBBING (for whom?)	SITE (If subbing or working at multiple sites)	DESCRIPTION OF WORK/EXTRA SERVICE/ OVERTIME	NORMAL 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	XSER 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	OTI 15 min = .25 30 min = .5 45 min = .75 1 hr = 1		
<u>Nov</u> Day								
17			Custodial	5				
18			Custodial	5				
19			Custodial	5				
<b>TOTALS</b>				<b>15</b>				

## Regular or Temp Employee - Extra Service (beyond normal monthly lump)

MONTH	DESCRIPTION OF WORK			HOURS WORKED recorded in 0.25 hr increments			AUTHORIZED SIGNATURE	District Office Use Only  EXTRA VAC
	SUBBING (for whom?)	SITE (If subbing or working at multiple sites)	DESCRIPTION OF WORK/EXTRA SERVICE/ OVERTIME	NORMAL 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	XSER 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	OTI 15 min = .25 30 min = .5 45 min = .75 1 hr = 1		
<u>MARCH</u> Day								
16			Custodial		3			
17			After-School Tutor		1			
<b>TOTALS</b>					<b>4</b>			

## Regular or Temp Employee - Overtime (beyond normal monthly lump) (in excess of 8 hrs/day or in excess of 40 hrs/workweek)

MONTH	DESCRIPTION OF WORK			HOURS WORKED recorded in 0.25 hr increments			AUTHORIZED SIGNATURE	District Office Use Only  EXTRA VAC
	SUBBING (for whom?)	SITE (If subbing or working at multiple sites)	DESCRIPTION OF WORK/EXTRA SERVICE/ OVERTIME	NORMAL 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	XSER 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	OTI 15 min = .25 30 min = .5 45 min = .75 1 hr = 1		
<u>JUNE</u> Day								
1			Meeting		1.5	1		
10			Maintenance Graduation			4		
12			Maint. Sat. after Grad					
<b>TOTALS</b>						<b>6</b>		

## Substitute (Non-Regular Employee) subbing at different sites

MONTH	DESCRIPTION OF WORK			HOURS WORKED recorded in 0.25 hr increments			AUTHORIZED SIGNATURE	District Office Use Only  EXTRA VAC
	SUBBING (for whom?)	SITE (If subbing or working at multiple sites)	DESCRIPTION OF WORK/EXTRA SERVICE/ OVERTIME	NORMAL 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	XSER 15 min = .25 30 min = .5 45 min = .75 1 hr = 1	OTI 15 min = .25 30 min = .5 45 min = .75 1 hr = 1		
<u>SEPT</u> Day								
15	John Smith	EHS	Maintenance	6				
24	Sandra Jones	FJES	Paraprofessional	6.5				
30	Kathy Anderson	QVES	Secretary	4				
<b>TOTALS</b>				<b>16.5</b>				