



EXTRA DUTY TIMESHEET

NOT FOR SUBBING TIME

IMPORTANT:

1. Fill out electronically
2. Use the format H:MM when entering the time

DATE: _____

EMP. NAME: _____

SIGNATURE: _____

| DATE | WORKED PERFORMED: | OVERTIME | TOTAL HOURS |
|--------------------|-------------------|-----------|-------------|
| | | From: To: | 0:00 |
| | | From: To: | 0:00 |
| | | From: To: | 0:00 |
| | | From: To: | 0:00 |
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| | | From: To: | 0:00 |
| | | From: To: | 0:00 |
| | | From: To: | 0:00 |
| TOTAL HOURS | | | 0:00 |

02.2023/CR*

FOR OFFICE USE:

Total Hours: _____

OVERTIME Check

Hourly Rate: _____

COMP-TIME Check

Amount: _____

ACCOUNT No. _____

APPROVED: _____

DATE: _____