

Nevada Joint Union High School District - EXTRA DUTY / OVERTIME 10TH TIME CARD : PAID DATES FROM THE 26TH THROUGH THE 25TH

EMPLOYEE NAME: _____ EMPLOYEE #: _____

1ST MONTH:
26TH - 31ST

2ND MONTH:
1ST - 25TH

YEAR 20

Date	Hours Worked	IEP / SST / 504 Time In (AM/PM)	IEP / SST / 504 Time Out (AM/PM)	ACCOUNT: Dept / Event / Activity / "BILLABLE TO"	Supervisor Approval (Initials)
26					
27					
28					
29					
30					
31					

Date	Hours Worked	IEP / SST / 504 Time In (AM/PM)	IEP / SST / 504 Time Out (AM/PM)	ACCOUNT: Dept / Event / Activity / "BILLABLE TO"	Supervisor Approval (Initials)
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Total Hours _____ Employee Signature _____ Date _____

Administrator(s) Signature _____ Date _____

DISTRICT PAYROLL DEPARTMENT USE ONLY

PLEASE READ AND FOLLOW ALL OF THE INSTRUCTIONS ON THE BACK OF THIS SHEET

DISTRICT PAYROLL DEPARTMENT USE ONLY

This time sheet must be turned into the site, by the site's deadline, or by the end of the day on the 25th, whichever comes first.

Site administration will turn in this timesheet to the district on the morning of the 28th of the month, with all necessary signatures, to insure payment on the following 10th payroll.

When the 28th falls on a Saturday, or Sunday, or holiday, the timesheet must be at the district office by the preceding work-day.

Please use BLUE or BLACK ink to fill out this timesheet. Please print all information except for signatures.

The "Hours Worked " box must be filled in for each day by the employee. Please add up all of the hours worked and fill in the box for "Total Hours".

Time In, Time Out AM/PM must be used by certificated staff for IEP, SST, or 504s.

IEP, SST and 504s can only be paid for meetings held before or after school, or during your prep period or lunch. The District will verify the time in / time out for payment.

*****The payroll department needs the "ACCOUNT" information in order to pay the employee.*****

The "Dept / Event / Activity / 'BILLABLE TO' " that will be charged the expense must be noted on the "ACCOUNT" line.

All extra or overtime duty hours must be recorded on a 10th timesheet in order to be processed for the 10th of the month payroll.

All hours worked must be initialed by the supervisor who authorized the job. All timesheets must be signed and dated by the employee . All timesheets must be approved and dated by an administrator.

Missing payroll information or not meeting payroll deadlines can cause a delay in your pay.

Do not use the PEACH absence tracking cards for the 10th payroll. These are only used for tracking of classified employees contract hours, and will not be considered for payment.