# EXTRA DUTY TIME SHEET

NAME: _____

POSITION: _____

SS #: _____

JOB DESCRIPTION: _____

| DATES WORKED | TIME IN-TIME OUT | HOURS WORKED |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| TOTAL NUMBER HRS WORKED:_____ | HRLY RATE: _____ | AMOUNT DUE: _____ |

I certify that the above is a true and accurate record of my hours worked.

Employee Signature:_____ Date: _____

Supervisor's Signature: _____ Date: _____

***FUND SOURCE: _____