

## BARBERS HILL ISD EXTRA DUTY TIMESHEET

*\* Required Fields*

\*NAME: \_\_\_\_\_

\*DATE: \_\_\_\_\_

\*POSITION: \_\_\_\_\_

\*CAMPUS: \_\_\_\_\_

| *DATE | TIME IN | TIME OUT | *TOTAL HOURS | *DUTY PERFORMED |
|-------|---------|----------|--------------|-----------------|
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|       |         |          |              |                 |

*The time I have reported is a true and correct statement of the hours I have worked.*

|  |                     |
|--|---------------------|
|  | TOTAL HOURS         |
|  | PAY RATE (if known) |
|  | TOTAL PAY AMOUNT    |

\_\_\_\_\_  
Requestor Signature Date

\_\_\_\_\_  
Principal/Supervisor Signature Date

**Account Code:** \_\_\_\_\_

| <b>FOR PAYROLL OFFICE USE ONLY</b> |       |        |        |
|------------------------------------|-------|--------|--------|
| PAY CODE:                          | RATE: | HOURS: | TOTAL: |