

**ESPANOLA PUBLIC SCHOOLS
CUSTODIAL SUBSTITUTE EXTRA-DUTY TIME SHEET**

School Site	
Name	

	Date	Name of Custodian who is absent	Total Time
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
16			
17			
18			
19			
20			

Total Days		Month	
At a rate of \$30.00 a day		Account #	
Total Amount		Date Paid	

CERTIFICATION:

I certify that these services have been rendered as stated and that payment is due and payable. Falsifying time sheets is in violation of State Statute and may be subject to legal action and/or dismissal.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Principal/Administrator Signature _____ Date _____

Use ONLY for Custodial Extra Duty when no Substitute Custodian is available. Extra Duty is paid on the 2nd payroll of the month. Time sheets are due on the 5th day of the month for the previous month's duty.