

## Espanola Public Schools Extra Duty Time Sheet

School Site		Month	
Name		Account	
SSN	xxx-xx- <span style="background-color: yellow;">      </span>	Date Paid	

	Type of Duty	Date	Time-In	Time-Out	Total Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**Certification:**

I certify that these services have been rendered as stated and that payment is due and payable.

Total Hours	
Hourly Rate	
Total Amount	

Employee		Date	
Supervisor		Date	

Use ONLY this time sheet for ALL X-Duty. X-Duty is paid on the second payroll of the month. Time sheets are due on the **5<sup>th</sup>** day of the month for the previous month's duty. Time sheets received after the **5<sup>th</sup>** will be paid the following month.

Falsifying time sheets is in violation of State Statute and may be subject to legal action and/or dismissal.