

WSD CERTIFIED EXTRA DUTY TIME CARD

NAME: _____

DATE: _____

P=	Per diem Rate of Pay / Instructional related time
C=	Curriculum Rate of Pay / Non instructional related time: Trainings, Curriculum Meetings, Work Sessions, School Improvement Activities
PAT =	Pre Approved Training / Training or Activity on Non School Days / must be 3 hours or more

Date	Hours Worked			Description of Activity / Program Topic	Pay Type <small>MUST SELECT ONE</small>	PROGRAM CODE REQUIRED
	IN	OUT	TOTAL			
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
TOTAL						

Employee Signature DATE

Supervisor Signature DATE

NOTE: Signing supervisor needs to select (P, C or PAT) for extra hours & apply account code.
 All incomplete time cards will be returned to the signing supervisor.

Rvd. 10.28.22

WSD CERTIFIED EXTRA DUTY TIME CARD

NAME: _____

DATE: _____

P=	Per diem Rate of Pay / Instructional related time
C=	Curriculum Rate of Pay / Non instructional related time: Trainings, Curriculum Meetings, Work Sessions, School Improvement Activities
PAT =	Pre Approved Training / Training or Activity on Non School Days / must be 3 hours or more

Date	Hours Worked			Description of Activity / Program Topic	Pay Type	PROGRAM CODE REQUIRED
	IN	OUT	TOTAL			
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
TOTAL						

Employee Signature DATE

Supervisor Signature DATE

NOTE: Signing supervisor needs to select (P, C or PAT) for extra hours & apply account code.
 All incomplete time cards will be returned to the signing supervisor.

Rvd. 10.28.22