WSD CERTIFIED EXTRA DUTY TIME CARD

NAME:

DATE:

> =	Per diem Rate of Pay / Instructional related time									
C= Curriculum Rate of Pay / Non instructional related time: Trainings, Curriculum Meetings, Work Sessions										
	Schoo	ol Impro	vement A	ctivities						
PAT =		Pre Ap	proved Tr	red Training / Training or Activity on Non School Days / must be 3 hours or more						
	_	-								
)ate		ours Wo		Description of Activity / Program	Pay Type MUST	PROGRAM CODE REQUIRED				
	IN	OUT	TOTAL	Торіс	SELECT ONE					
					P C PAT					
					P C PAT					
					P C PAT					
					P C PAT					
					P C PAT					
					P C PAT					
	TO	TAL			_					
		···- L								
	Employee Signature			DATE	Supervisor Signature	DATE				
OTE:		Signing	n sunervis	sor needs to select (P. C. or PAT) for ex	tra hours & apply acco	unt code				
	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		n				
				WSD CERTIFIED EXTRA		D				

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	Dev Type	PROGRAM CODE REQUIRED
	IN	OUT	TOTAL	Торіс	<u>Pay Type</u>	
					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