

WSD CERTIFIED EXTRA DUTY TIME CARD

NAME: PRINT FULL LEGAL NAME

DATE:

5/9/2023

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			
3/24/23	11:30	12:00	0.5	Lunch time assisting students with math	P C PAT	Teacher 3 Day
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
TOTAL			0.5			

SIGNATURE REQUIRED **REQUIRED**

Employee Signature DATE

SIGNATURE RETIRED **REQUIRED**

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

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Date	Hours Worked			Description of Activity / Program Topic	Pay Type	PROGRAM CODE REQUIRED
	IN	OUT	TOTAL			
3/27/23	3:15	5:15	2	21st Century Sessions	P C PAT	5225
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
					P C PAT	
TOTAL			2			

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