

Aromas-San Juan Unified School District
PAYROLL VOUCHER OVERTIME AND EXTRA DUTY PAY

EMPLOYEE NAME: _____ **10th Pay Month:** _____

SITE: _____ **If you work more than 1 job complete one form for each**

DATE MONTH:	EXPLANATION	NUMBER OF HOURS		
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
MONTH:				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
	Timesheet due to payroll by 20th of this month			
	TOTAL Extra Duty			
	TOTAL OT Hours			
	Account Code	Hourly Rate	Hours Worked	Amount Owed

Employee Signature _____ **Supervisor Signature** _____

PAY EXPLANATION: This timesheet is for the 10th of the Month Pay Check (not your normal work hours). The pay cycle runs from the 16th of one month to the 15th of the following month.

EXAMPLE: January 16 - February 15th. Timesheet due to Payroll by February 20th to be eligible for March 10th Pay.