

**Happy Valley Elementary School District – Payroll Timesheet
Classified – Extra Hours**

Name: _____ Pay Period: _____ 16th - _____ 15th 20 _____
Month *Month*

Last four of Soc. Sec. # _____ Primary _____ Elementary _____

DATE (mm/dd)	EXTRA TIME (start – end)	TOTAL HOURS	EXPLANATION OF EXTRA HOURS
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	-		
	-		
	-		
	-		
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	-		
	-		
	-		
	-		
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	-		
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	-		
	-		
	-		
	-		
	-		
	= Total # Days		= Total Extra Hours Worked

Employee Signature _____ Date _____

Supervisor Approval _____ Date _____

Units	Pay Rate	Period	# Days	[Alias]	Fund - Site - Resource - Program - Goal - Function - Mgr	Total Earnings