

CHILLICOTHE R-II SCHOOL DISTRICT – Extra Pay Sheet

EMPLOYEE: _____

JOB TITLE: _____

FOR PAY PERIOD ENDING: _____

WEEK ONE:	DATE	HOURS Example 7:45-12 & 1-5:00	SUPERVISOR'S AUTHORIZATION
M			_____
T			
W			
Th			
F			

WEEK TWO:	DATE		
M			_____
T			
W			
Th			
F			

WEEK THREE:	DATE		
M			_____
T			
W			
Th			
F			

WEEK FOUR:	DATE		
M			_____
T			
W			
Th			
F			

WEEK FIVE (if applicable):	DATE		
M			_____
T			
W			
Th			
F			

Total extra hours this pay period: _____ @ \$ _____ = \$ _____

¹**Extra** hours: hours worked over contracted hours (up to 40 hours/week)

Total overtime hours this pay period: _____ @ \$ _____ = \$ _____

²**Overtime** hours: hours worked in excess of 40 hours/week

Employees shall not work overtime without the express approval of his or her supervisor