Port Townsend School District

Classified Employee - Individual Extra Time beyond Regular Assignment

Pay period: 11th of one month to the 10th of the next month.

Only record hours worked during the same pay period per timesheet beyond your Regular Assignment.

Timesheet must be turned in to your Building Administrative Office end of the day on the 10th of the month for payment in the same month.

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PRINT	NAME:										
ACC	COUNT CODE	IS REQUIRED AND ALL EXTRA TIME MUST B				BE PRE-APPROVED				Paycode:	
Date	Class = Hours (in Decimal of .25 min increments)	Duties Performed		Budget Code					Payroll Use Only		
Worked (mm-dd-yy)			ned	Program ie: 0100	Activity ie: 27	Object ie: 3138	Loc ie: 1040	Grant	Rate	Cost	
Total Hrs		Payroll Use Only (Do not write in t	this box)								
Employee Signature: Date:					Budget Administrator: Date:						
					<u> </u>						
Supervisor/Bui	liding Administ	rator Signature: Dat	e:								
Example - Common Budget Object Codes to use for the following absences:					Classified Staff - Object Codes						
Extra Time Worked - Regular / Contracted Time					xxxx - xx - (3110) - xxxx						
Extra Time Worked / Meetings / Training / Overtime					xxxx - xx - (3138) - xxxx						
Employee Substitute Time - for Co-worker Substitute - Time Worked / Not on Substitute Online					xxxx - xx - (3120) - xxxx xxxx - xx - (3120) - xxxx						
Athletics (Game Supervision):					1801 - 28 - (2125) - 7990						
Rev: 09-2022								`			