

NAME: \_\_\_\_\_

EMPLOYEE ID#: \_\_\_\_\_

**PAY DATE:** \_\_\_\_\_



**BUSINESS SERVICES**  
**CLASSIFIED EXTRA-DUTY TIMESHEET**  
*Turn in monthly*

Date	Duty Performed	Site	Start Time	End Time	Total Time

Total Hours on Timesheet:

Total Hours to Pay:

Employee Signature: \_\_\_\_\_

Site Admin Approval: \_\_\_\_\_