

# Support Staff Extra Duty Payment Form

**Name:** \_\_\_\_\_

**\*\*Note:** This payment form must be attached with bi-weekly timecard correlating with pay period.

Day	Date	Time In	Time Out	Activity/Location	Add'l Hours	OT Hours
Sat						
Sun						
Mon						
Tues						
Weds						
Thurs						
Fri						

Per contract:

Clubs and Activities:

Reg/Add'l: \$17.00/Hour OT: \$25.50/Hour

Support Staff Extra Duty:

\$10 per qualifying event; not to exceed \$30 a day.

**TOTAL HOURS**

**ADD'L:** \_\_\_\_\_ **OT:** \_\_\_\_\_

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

**Approved By:** \_\_\_\_\_