

# Support Staff Extra Duty Payment Form

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

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

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

Per contract:

Clubs and Activities:

Reg/Add'l: \$18.00/Hour OT: \$27.00/Hour

TOTAL HOURS

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

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

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