



Kiowa County Schools

Extra Duty Time Sheet

DIRECTIONS:

Please fill out an extra duty time sheet for each activity that you work. Once the form is completed, save it as a PDF and email a copy to Dana so that you can be paid for your time.

EMPLOYEE NAME: _____

EVENT DATE: _____

EXTRA DUTY COMPLETED: _____

TYPE OF EVENT WORKED: _____

TIME IN: _____ **TIME OUT:** _____ **TOTAL TIME:** _____

Employee Signature

Date