

**Seguin Independent School District  
Business Services - Payroll  
Extra Duty Timesheet**

Employee Name (print clearly) \_\_\_\_\_

Employee ID # \_\_\_\_\_

Supervisor Name (print clearly) \_\_\_\_\_

Campus/Department \_\_\_\_\_

Extra-Duty

Summer School

Athletics

Other: \_\_\_\_\_

Explanation of Duty \_\_\_\_\_

Budget Code \_\_\_\_\_

The assigned rate of pay is \_\_\_\_\_

Per:  Hour  Day  Session

Date Worked	Hour(s)

Date Worked	Hour(s)

Date Worked	Hour(s)

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

Supervisor Signature: \_\_\_\_\_

Budget Specialist Signature: \_\_\_\_\_

**Total Worked**

**Rate** x

**Total To Be Paid** \$

**\*\*\*\*\*IMPORTANT INFORMATION\*\*\*\*\***

The last Friday of the month is the pay period end date for all extra duty.  
Timesheets must be submitted to the payroll office by the following Friday.