

**Port Townsend School District**

**Certificated Employee - Individual Extra Time beyond Regular Contract**

**Pay period: 16th of one month to the 15th of the next month.**

Only record hours worked during the same pay period per timesheet beyond your Regular Contract Assignment.

Timesheet must be turned in to your Building Administrative Office end of the day on the **15th** of the month for payment in the same month.

**PRINT NAME:**

**ACCOUNT CODE IS REQUIRED AND ALL EXTRA TIME MUST BE PRE-APPROVED**

**Paycode:**

Date Worked (mm-dd-yy)	Cert = Hours (in Decimal of .25 min increments)	Duties Performed	Budget Code					Payroll Use Only	
			Program ie: 0100	Act ie: 27	Object ie: 2158	Loc ie: 4010	Grant	Rate	Cost

Total Hrs

**Payroll Use Only (Do not write in this box)**

<b>Employee Signature:</b>	<b>Date:</b>	<b>Budget Administrator:</b>	<b>Date:</b>
<b>Supervisor/Building Administrator Signature:      Date:</b>			

<b>Example - Common Budget Object Codes to use for the following absences:</b>	<b>Certificated Staff - Object Codes</b>
Extra Time Worked - Regular / Contracted Time	xxxx - xx - (2110) - xxxx
Extra Time Worked / Meetings / Training / Overtime	xxxx - xx - (2158) - xxxx
Substitute Time - for Co-worker During Planning Period	xxxx - xx - (2121) - xxxx
STA Time for Part-Time Certificated Staff	0100 - 31 - 2158 - 7990
Athletics (Game Supervision):	1801 - 28 - 2125 - 7990