



Pacifica School District

Certificated Extra Time/Stipend Form

To ONLY Be Used By Regular Employees (Not Substitutes)
 To be used for reporting hours worked beyond the professional day.

A Separate Form must be used for each type of activity.

FULL NAME: _____ SITE: _____
 (As it appears on Social Security card)

PAY PERIOD: _____
 (Month)

Date(s) of Service	Description of Activity	PROGRAM TO BE CHARGED SACS CODING *	For Payroll Use

Hours _____ x Pay Rate _____ = Total _____

(To be completed by Budget Manager)

* Program Charged/SACS Coding must be completed for all extra time.

It is the responsibility of the Employee to obtain the signature of the Budget Manager.

It is the responsibility of the Employee to turn in the completed form to the Payroll Office by the 10th of each month.

 Signature of Budget Manager Date

 Signature of Employee Date