



# SERVICES RENDERED (SR)



## Report of Paid Hours Beyond Regular Contract

SR are paid from the 11<sup>th</sup> of the previous month thru the 10<sup>th</sup> of the current payroll month.

SR received in the Payroll Office after the 1<sup>st</sup> business day following the 10<sup>th</sup>, will be processed the following month.

<b>NAME</b>	<b>EMPLOYEE TYPE</b>	<b>DEPARTMENT</b>
<b>Skyward Name Key or Last 4 digits of SSN</b>	Certificated (TEA)	
	Classified (PSE)	<b>BUILDING</b>
	Sub/Officer/Etc	

**Submit within 15 days of Last Date Worked. DO NOT HOLD FORMS.**

Day	Date mm/dd/yy	Start Time – End Time	Total Daily Hrs	Additional Info	Account Code (XXXX-XX-XXXX-XXXX-XXXX-X)	Description of Work Performed If Sub Up/Out, MUST indicate Classification/Position Subbed into & attach Leave Slip
Mon				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Tue				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Wed				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Thur				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Fri				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Sat				OT SV Initial _____		
Sun*				OT Double Time SV Initial _____		
<b>WEEKLY TOTAL</b>				*Sunday OT must be pre-approved by Supervisor (SV) if to be paid at Double-Time. **EEP Double OT due to Late Parent pick-up must be initialed by Supervisor (SV).		

Extra Service Rate (TEA) \$ \_\_\_\_\_     
 ASB Rate of Pay \$ \_\_\_\_\_     
 Leadership Rate of Pay \$ \_\_\_\_\_  
 Hourly/Per Diem Rate of Pay \$ \_\_\_\_\_     
 Stipend (FLAT FEE) \$ \_\_\_\_\_     
 ASB Reimbursable, bill to \_\_\_\_\_

**I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Incomplete Forms will be returned and may delay processing. See Procedures on the back or next page of this form.**

Payroll Use Only							