

PARA TIME SHEET

for hours worked beyond daily assignment

Name:	USD/CITY:	Month:
-------	-----------	--------

Instructions:

**These hours must be assigned and approved by your building administrator.
This Time Card is to be used only for hours that are beyond your daily assignment.**

Extra Hours Worked:

Date:	Time In:	Time Out:	Reason:	Extra Hrs:
**Total Extra Hours				

****Do not record the above hours on your Regular Time Sheet**

Employee Signature: _____

*** Administrator Signature:** _____

**Up to 25 hours beyond daily assignment will be paid by the NCKSEC. Any additional hours will be billed to your district.*

**The district will be billed for all overtime hours (daily assigned hours + hours beyond assignment > 40hrs/wk)*

Please attach to your regular time sheet and send to the NCKSEC the last day of each month.

Fax or Email a white copy to NCKSEC; keep a copy for your records.

Fax: 785-543-6654 or Email: mwhitney@ncksec.net