

**Dew Independent School District**

**Extra Duty Time Sheet**

If you have worked any days in addition to your assigned work days, you will be given credit towards your Teacher Retirement System time. In order to properly track this time, please fill out this form and submit to the Superintendent for approval. Any extra time worked must be reported no later than the first day of the following month.

*Example:*

October 8, 2011      Cross Country Meet      8:00 am      4:00 pm

**Employee Name:** \_\_\_\_\_

<b>Date Worked</b>	<b>Reason for Work</b>	<b>Start Time</b>	<b>End Time</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use:**

Charge Code: _____	Approved by: _____
Superintendent Approval: _____	Date: _____