

# PARA TIME SHEET

## for hours worked beyond daily assignment

Name:	USD/CITY:	Month:
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### 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:
<b>**Total Extra Hours</b>				

*\*\*Do not record the above hours on your Regular (Green) 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 (green) time sheet and send to the NCKSEC the last day of each month.