## WATERLOO COMMUNITY SCHOOL DISTRICT

## EXTRA PAY FORM

EMPLOYEE NAME			TIME PERIOD: 16TH OF THROUGH 15TH OF			
			MONT	'H	MONTH	
BUILDING			EMPLOYEE JOB CODE (CIRCLE): TEACHER, CLERICAL, ASSOCIATE, OTHER			
DATE EXTRA WORK PERFORMED	TYPE OF WORK (See codes below)	DETAILED DESCRIPTION	ACCOUNT CODE (MUST BE COMPLETED BY BUILDING	TIME (IN 15 MINUTE G) INCREMENTS)	NAME OF ADMINISTRATOR WITH BUDGET/AUTHORITY FOR THIS WORK	
PRINCIPAL'S APPROVAL HUMAN RESOURCE'S APPROVAL			DATE	(SINA, PBIS Planning Meeting, etc.)		
		Resource for approval.		F - Flash CR - Credit Recovery	F - Flash	

Forward completed form to Human Resource for approval.

All extra pay must be approved in advance by Principal or District Leadership Team member with budget approval.

Form must be submitted with proper approvals and account codes by the 20th of each month.

Do not record hours if the facilitator is submitting a group form.