

REQUEST FOR ADDITIONAL PAY

Follow the timesheet due dates
to be paid on the 30th paycheck

NAME OF EMPLOYEE _____

DATE OF SERVICE _____

REASON _____

EXAMPLES INCLUDE:

***LUNCH DUTY** _____

***DETENTION** _____

***STIPENDS** _____

***INTERNAL SUBSTITUTION** _____

REQUESTING SIGNATURE

ADMINISTRATION APPROVAL

DATE RECEIVED IN SUPT OFFICE _____