



**VASHON ISLAND SCHOOL DISTRICT #402**  
**PAYROLL TIMESHEET – EXTRA HOURS**

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DEPT: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

**DISTRICT USE ONLY**

EXTRA HOURS: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

RATE \$ \_\_\_\_\_ GROSS \$ \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
Extra Hours																																	

Reason: \_\_\_\_\_

\_\_\_\_\_  
 EMPLOYEE SIGNATURE

\_\_\_\_\_  
 SUPERVISOR'S/PRINCIPAL'S SIGNATURE

**\*This timesheet is to be used for Extra Hours only and will only be paid after being matched with an Supervisor's pre-approved blue form**