



# Extra Duty Stipend Form

*(Do not use this form to submit club and/or athletic stipends)*

Name: \_\_\_\_\_

Building (circle one):            Central            South

-Committee/Meeting stipends will be paid at \$30 per hour.

-Internal Sub stipends will be paid at \$60 per hour.

If you are internal subbing, identify which teacher you are covering for in the activity description field.

All forms must be turned in at least once a month, weekly is preferable. Forms must be approved by school principal and then sent to Payroll for processing. Stipends will be paid in the next payroll from receipt. In order to receive payment, all forms must be submitted for payment in the school year the service was provided in.

Date	Hours/Minutes Worked	Activity Description
<b>Total Hours Worked</b>		

Employee Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_