



# Permanent Employee Extra Duty Time Card

**Name:** \_\_\_\_\_ **Emp.#:** \_\_\_\_\_  
PRINT NAME AS IT APPEARS ON SS CARD

**PLEASE ROUND TIME TO NEARES QUARTER HOUR INCREMENTS.**

\*15 MINS = .25  
 \*30 MINS = .50  
 \*45 MINS = .75  
 \*60 MINS = 1 HOUR

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

DATE	PA#	SITE	WORK PERFORMED OR PERSON SUBSTITUTING FOR:	POSITION	HOURS	ADMIN SIGN

**FOR PAYROLL USE ONLY:**