



EXTRA DUTY ASSIGNMENT PAY

revised July 2015

Name: _____

Address: _____

Phone: _____

Signature: _____

*** NEW EMPLOYEE? ***

You MUST stop by the District Office to complete the New Hire Packet.

Bring these documents with you:

- Social Security Card
- Driver's License
- Direct Deposit Information
(Need Bank Account and Routing Number)
Examples: Voided Check or Slip from Bank

Submit this form WEEKLY to the Activities Department for approval.

Payment will be made on the payroll date as defined by the Employee Handbook (Part I Section 6).
Extra duty pay will be on a per event basis. An event is defined as back-to-back competitions.

Pay rates are indicated below as defined in the Employee Handbook (E.H. Parts II, III Section 6).

Extra Duty Assignment	Less than 6 hours	6 hours or more
Chaperone Crowd Control Ticket Taker Event Manager	\$25 / event	\$60 / event
Clock-timer Scorekeeper Chains	\$30 / event	\$70 / event

↓ YOU ARE REQUIRED TO WRITE IN your assignment from the table above.

You must complete Start and End Time

DO NOT WRITE IN THIS AREA

DATE	List 'Extra Duty Assignment' Here	EVENT WORKED FOR	Start Time	End Time	OFFICE USE ONLY	
					Hours	Amount

Additional Forms are located on District website <http://www.holmen.k12.wi.us/page/7738> or following this path:
 • Departments > Business Offices > Payroll > Work Hours Reporting for Employees > Time Sheet Payment Forms

Administrative approval: _____ Date: _____

FOR OFFICE USE: Date Received _____ Initials: _____