

Enterprise city Board of Education
 220 Hutchinson Street
 Enterprise, AL 36331

Request for Pay for Additional Work - Activity Summary

This form is to be used to replace the individual "Request for Pay for Additional Work" forms for a specific activity or event where payments are to be made to multiple employees. ONLY USE THIS FORM FOR EMPLOYEES WHO ARE NOT PERFORMING THEIR REGULAR DUTIES AND WHO ARE NOT CLOCKED IN. An example of when this form should be used is to pay ticket takers, money counters, administrator security etc... at a ball game, or for paying extended day work for a month.

School/Dept: _____ Event/Activity Date: _____
 Event/Activity : _____ Source of Payment: _____

Emp. #	Employee Name	Duties Performed	Support, Admin or Certified	If Support, list Time in and Out	Extra Pay Amount	Billed to School/Dept and Amount Funding (G/L) Code	If Support, signature required <i>By signing, I verify that the time worked is correct.</i>
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							
Activity Total:					\$0.00		

Form must be submitted to Payroll Dept. by the 10th of the month

Principal / Supervisor

CSFO

Superintendent