

## CORRY AREA SCHOOL DISTRICT

CENTRAL ADMINISTRATION – PAYROLL OFFICE 540 East Pleasant Street, Corry, PA 16407-2246 (814) 664-4677 • Fax (814) 663-0849 http://www.corrysd.net

## **EXTRA DUTY**

		ructional \$32.00/Hour n-Instructional \$27.00/Hour
Employee Name (PRIN	TED):	
Purpose:		
DATES WORKED	HOURS WORKED	COMMENTS/ADDITIONAL INFORMATION
TOTAL TIME WORKED		
*This form must be received by your building secretary the Monday (a week BEFORE) the next scheduled pay in which you wish to receive your compensation for this duty.  *One form per purpose. (i.e., If you oversee detention AND you tutor within the same pay period, turn in two separate forms. One form for the detention with ALL dates you worked detention in that pay period. And one form for tutoring with ALL dates you tutored during that pay period.)  *Incomplete or improperly completed forms will be returned to the employee to complete/correct and resubmit.		
Employee Signature:		Date:
Principal's Signature:		
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	Fo	or Payroll Office Use Only
Account #		Date Entered in Payroll:
Date Received:		Received by: