

Empl ID:

Name (Last, First): _____

Location No.:

Extended Day Pay

FROM DATE

TO DATE - Report in Time & Labor

of Units

Account Code:

Describe Extended Day Assignment (Enter in Comments field in Time & Labor) :

TIMEKEEPER: See time reporting instructions below.

EMPLOYEE SIGNATURE _____

AUTHORIZED SIGNATURE _____

I CERTIFY THIS WAS APPROVED IN ADVANCE IN ACCORDANCE WITH PROCEDURE 7232 - 7233 AND IS AN ACCURATE STATEMENT OF SERVICES RENDERED BY THIS EMPLOYEE

TIMEKEEPER SIGNATURE _____

DATE ENTERED IN TIME & LABOR _____

REGULAR CONTRACT TEACHERS EXTENDED DAY PAY AUTHORIZATION:

This payment authorization card shall be used for above employees of the San Diego Unified School District who have performed extended day assignments as designated in section 7.02 of the Teachers' Salary Schedule and approved in advance by the assistant superintendent. Report the number of units with the **EXP** time reporting code into Time & Labor using the **"To Date"** as the date reported.

EXP Extended Day Pay