DURHAM UNIFIED SCHOOL DISTRICT

Supplemental Time Sheet and Paid Overtime/ Compensatory Time Off (CTO) Authorization

All time is paid time unless otherwise noted. Report all time through the 20th of the current month.
Timesheet is due to the district office on the 21st of the current month for payment on the 10th of the following month.

Name: Period Ending:

Date	Time In	Time Out	Classified Staff Hours Worked	Classified Staff Employee Initials: Sched. Event	Classified Staff Employee Initials: Call Back	Classified Staff Employee Initials: CTO	Certificated Staff Hours to be Paid @ Standard Rate	Certificated Staff Hours to be Paid @ Individual Rate	Job Description / Substituting For	Supervisor Budget	Payroll Object

For Payroll Office Use Only		
Hours	@ $	-
Hours	@ $	-
Hours	@ $	-
Hours	@ $	-
Hours	@ $	-
Hours	@ $	-

Employee Signature Date

Supervisor Signature Date

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