



Payroll Mat-Su Borough School District 501 N. Gulkana Palmer, AK 99645 P: (907) 761-4025 || F: (907) 761-4084

**Special Instructions:** Employees, please complete this time sheet for additional time worked, making sure to note the type of additional time you are claiming and an explanation. Submit this form to your site or department's Administrative Secretary, who will submit it to Payroll after verification and approval.

Employee Name:		
Account Code:	Employee ID #:	

Date	Hrs.	Type of Additional Time	Explanation	Position
Total Hrs.				

My signature certifies that the additional time recorded on this sheet is correct.

Employee Signature

Date

Supervisor Signature

Date