

BALTIMORE COUNTY PUBLIC SCHOOLS

Office of Payroll

NON-SPORTS EXTRA DUTY ACTIVITY TIME SHEET FOR HOURLY EMPLOYEES

Instructions:

This time sheet is be used to record the hours worked by NON-TABCO employees who are sponsoring a NON-SPORTS related EDA. Be sure to include the employee's regular BCPS job title or position. The employee will be paid \$13.00/hour for all EDA hours worked. Overtime (40 more hours in a work-week) that is the result of sponsoring this EDA will be paid \$19.50/hour.

EDA Title: _____

School: _____

Report hours worked in hours and minutes

.1 = 10 mins .2 = 20 mins .3 = 30 mins .4 = 40 mins
 .5 = 50 mins 1.0 = 1 hr 1.3 = 1 hr 30 mins

Initials>>>

/

<<Hrs Worked

Office of Payroll
Use Only

PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 08/29/11	Tuesday 08/30/11	Wednesday 08/31/11	Thursday 09/01/11	Friday 09/02/11	SPONSOR HRS. WORKED
			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 09/05/11	Tuesday 09/06/11	Wednesday 09/07/11	Thursday 09/08/11	Friday 09/09/11	SPONSOR HRS. WORKED
			/	/	/	/	/	

EDAYR _____
 EDAOT _____

EDAYR _____
 EDAOT _____

Principals are responsible for monitoring the hours worked by NON-TABCO EDA sponsors.

Principal's Signature

Date

Send the completed time sheet to the Office of Payroll at the end of each biweekly pay period.

Payment will be two weeks in arrears.

Be sure to provide a school LDPR

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			/	/	/	/	/	EDAYR _____ EDAOT _____
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 09/19/11	Tuesday 09/20/11	Wednesday 09/21/11	Thursday 09/22/11	Friday 09/23/11	SPONSOR HRS. WORKED
			/	/	/	/	/	EDAYR _____ EDAOT _____

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 10/03/11	Tuesday 10/04/11	Wednesday 10/05/11	Thursday 10/06/11	Friday 10/07/11	SPONSOR HRS. WORKED
			/	/	/	/	/	

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			/	/	/	/	/	
			/	/	/	/	/	

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 10/31/11	Tuesday 11/01/11	Wednesday 11/02/11	Thursday 11/03/11	Friday 11/04/11	SPONSOR HRS. WORKED
			/	/	/	/	/	

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EDAOT _____

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 11/14/11	Tuesday 11/15/11	Wednesday 11/16/11	Thursday 11/17/11	Friday 11/18/11	SPONSOR HRS. WORKED
			/	/	/	/	/	

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 11/28/11	Tuesday 11/29/11	Wednesday 11/30/11	Thursday 12/01/11	Friday 12/02/11	SPONSOR HRS. WORKED
			/	/	/	/	/	

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 12/12/11	Tuesday 12/13/11	Wednesday 12/14/11	Thursday 12/15/11	Friday 12/16/11	SPONSOR HRS. WORKED
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			/	/	/	/		
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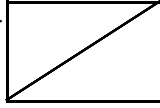
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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 01/09/12	Tuesday 01/10/12	Wednesday 01/11/12	Thursday 01/12/12	Friday 01/13/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

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PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 01/23/12	Tuesday 01/24/12	Wednesday 01/25/12	Thursday 01/26/12	Friday 01/27/12	SPONSOR HRS. WORKED

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 02/06/12	Tuesday 02/07/12	Wednesday 02/08/12	Thursday 02/09/12	Friday 02/10/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 02/20/12	Tuesday 02/21/12	Wednesday 02/22/12	Thursday 02/23/12	Friday 02/24/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

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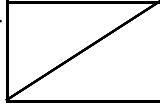
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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 03/05/12	Tuesday 03/06/12	Wednesday 03/07/12	Thursday 03/08/12	Friday 03/09/12	SPONSOR HRS. WORKED
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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 03/19/12	Tuesday 03/20/12	Wednesday 03/21/12	Thursday 03/22/12	Friday 03/23/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

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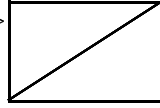
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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 04/02/12	Tuesday 04/03/12	Wednesday 04/04/12	Thursday 04/05/12	Friday 04/06/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

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Instructions:

This time sheet is be used to record the hours worked by NON-TABCO employees who are sponsoring a NON-SPORTS related EDA.

Be sure to include the employee's regular BCPS job title or position. The employee will be paid \$13.00/hour for all EDA hours worked.

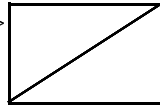
Overtime (40 more hours in a work-week) that is the result of sponsoring this EDA will be paid \$19.50/hour.

EDA Title: _____

School: _____

Report hours worked in hours and minutes .1 = 10 mins .2 = 20 mins .3 = 30 mins .4 = 40 mins

Initials>>>



.5= 50 mins 1.0 = 1 hr 1.3 = 1 hr 30 mins

<<Hrs Worked

Office of Payroll
Use Only

PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 04/09/12	Tuesday 04/10/12	Wednesday 04/11/12	Thursday 04/12/12	Friday 04/13/12	SPONSOR HRS. WORKED
			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 04/16/12	Tuesday 04/17/12	Wednesday 04/18/12	Thursday 04/19/12	Friday 04/20/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

EDAYR _____

EDAOT _____

EDAYR _____

EDAOT _____

Principals are responsible for monitoring the hours worked by NON-TABCO EDA sponsors.

Principal's Signature

Date

Send the completed time sheet to the Office of Payroll at the end of each biweekly pay period.

Payment will be two weeks in arrears.

Be sure to provide a school LDPR

BALTIMORE COUNTY PUBLIC SCHOOLS

Office of Payroll

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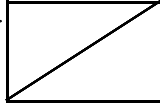
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PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 04/30/12	Tuesday 05/01/12	Wednesday 05/02/12	Thursday 05/03/12	Friday 05/04/12	SPONSOR HRS. WORKED

EDAYR _____

EDAOT _____

EDAYR _____

EDAOT _____

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 05/14/12	Tuesday 05/15/12	Wednesday 05/16/12	Thursday 05/17/12	Friday 05/18/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

EDAYR _____

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 05/28/12	Tuesday 05/29/12	Wednesday 05/30/12	Thursday 05/31/12	Friday 06/01/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

EDAYR _____

EDAOT _____

EDAYR _____

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			/	/	/	/	/	
PRINT EMPLOYEE'S NAME	SOCIAL SECURITY NUMBER	REGULAR BCPS JOB/TITLE	Monday 06/11/12	Tuesday 06/12/12	Wednesday 06/13/12	Thursday 06/14/12	Friday 06/15/12	SPONSOR HRS. WORKED
			/	/	/	/	/	

EDAYR _____

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