

**SUBSTITUTE TIME CLAIMS ARE DUE IN THE DISTRICT OFFICE ON THE 25TH  
CONTRACTED EMPLOYEES' TIME CLAIMS ARE DUE ON THE LAST WORKING DAY OF THE MONTH**

CALAVERAS UNIFIED SCHOOL DISTRICT  
P. O. BOX 788  
SAN ANDREAS, CA 95249

**EXTRA DUTY STIPEND TIME CLAIM**

Enter below the activity for which an extra duty stipend is being claimed and the number of hours over and above the regular work day devoted to one of the activities outlined in district policy #4143. Payment for these activities will be reimbursed in accordance with the CUEA stipend schedule.

DATE	ACTIVITY	SITE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS

STRS1 _____	Schedule _____	FICA2 _____	Schedule _____
STR1RF _____	Assign _____	FICM2 _____	Assign _____
FICA1 _____	Range _____	32WC2 _____	Range _____
FICM1 _____	Step _____	SUI2 _____	Step _____
32WC1 _____			
SUI1 _____			

\_\_\_\_\_  
Approval of School Administrator      Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Employee Signature      Date

FUND	RES	PY	GOAL	FUNC	OBJ	SITE	MGR	HOURS	RATE	TOTAL
<b>TOTAL:</b>										

All extra duty time worked by either a certificated or classified employee, in addition to their contracted time, shall be logged on a **WHITE Extra Duty Stipend Time Claim**.

Activities which are paid at this rate include, gate, scoring, concession booth work at athletic events and officiating, as well as chaperoning duties. (See CUEA Article X, Section D)

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Time claims must be filled out as follows:

- 1.) Date of Service.
- 2.) Identify the type of work/activity performed.
- 3.) Location of the site where you performed the work/activity.
- 4.) Record what time the extra duty began and when it ended.
- 5.) Record the total number of extra hours worked.
- 6.) The employee must print their name, sign and date the claim and write their employee ID# and work site.
- 7.) **Your time sheet must be signed and dated by the secretary and the school site administrator at the school where you worked.** The pay claim must be in to the district office Payroll Department by the 25th of the month if the employee is a substitute, and no later than the last working day of the month if the employee is contracted with the District. **It is the responsibility of the employee to ensure that their time claims are received by the Payroll Department.**