

**DISTRICT SCHOOL BOARD OF SUMTER COUNTY  
EXTRA WORK PAY VOUCHER**

**FB-009**  
revised  
6/11

**Section I.**

Name of Employee: \_\_\_\_\_ Date \_\_\_\_\_

Employee #: \_\_\_\_\_ Work Center: \_\_\_\_\_

Reason for extra work: \_\_\_\_\_

To be paid for by: \_\_\_\_\_

\_\_\_\_\_  
Principal or Center Administrator Signature

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

How to Pay Employee: \_\_\_\_\_

FUND/ FUNC/ OBJ / CENTER/ PROJECT

**Section II.**

Date Worked	Beginning Time	Ending Time	Total Regular Hours worked	Total overtime hours worked	Regular hourly rate of Pay	Overtime hourly rate of Pay
Total hours worked						

**Section III.**

Total Regular Hours Worked \_\_\_\_\_ X Regular hourly rate \_\_\_\_\_ = \$ \_\_\_\_\_

Total Overtime Hours Worked \_\_\_\_\_ X Overtime hourly rate \_\_\_\_\_ = \$ \_\_\_\_\_

Add Regular Pay and Overtime Pay = Total Pay = \$ \_\_\_\_\_

Fringe Benefits (SS, MM, RET, WC) \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
Total Pay

Rental Fee: \_\_\_\_\_ = \$ \_\_\_\_\_

Total to be paid to Board (Add total pay + fringe + rental fee) = \$ \_\_\_\_\_

NOTE: Under Federal Wage and Hour Law, employees must be paid time and 1/2 the regular rate if a 40 hour week is exceeded (work week defined: From 12:01 AM Wednesday to 12:00 Midnight Tuesday). Pay to the employee will be made on the 15th payroll if received by the 1st and on the 28th if received by the 15th. Once Section III is completed by Payroll, a copy will be returned to the center. It is the Principal's or Center Administrator's responsibility to secure check and forward to the Finance Department.

**PLEASE FORWARD TO COUNTY OFFICE WHEN COMPLETE.**