

**DISTRICT SCHOOL BOARD OF SUMTER COUNTY  
EXTRA WORK PAY VOUCHER - Facilities Rental**

**FB-009R**

revised  
11/20

**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 \_\_\_\_\_

By signing and submitting this timesheet I certify that I have carefully reviewed this timesheet and that the hours reported on this time sheet, including all dates, start and stop times, extra work, work locations and comments, are accurate.

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 , non-exempt 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 Sunday to 12:00 Midnight Saturday)

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