

# Billings Public Schools Short Term Assignments

School Year \_\_\_\_\_

Name \_\_\_\_\_

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

School (place of extra-curricular event) \_\_\_\_\_

Certified Non-Certified, Temp Employee  
(circle one)

If non-certified please indicate if you are: Full time \_\_\_\_\_

Part time \_\_\_\_\_

Certified staff assigned to work at taking or selling tickets, working the score clock, or other similar duties at student extra-curricular functions, will be paid for all but two assignments (2 hours per assignment). They will be paid an hourly rate of \$15.50 per hour. The minimum pay will be for one hour.

Please turn this form in to your Activity Coordinator or Principal for approval. **Administrators are to send the approved time sheet to the Activities Office located at the Warehouse, Attention: Joni Bertsch.** Please keep a copy for your records.

Date	Activity	Duty (clock, tickets, Book, officiate, etc)	Total Hours To Be Paid
*			0
*			0
TOTAL			

**\*Certified staff please record your two free activities on each timesheet.**

I certify the above to be correct and compensation is due me for the hours indicated.

## PAYROLL USE ONLY

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Hours      Rate      Pay

101-81-720-3500150-000

201-81-720-3500150-000

184-30-700-3400122-713

**Revised August 2022**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Activities

\_\_\_\_\_  
Date

Please note; Non certified staff's hourly rate will be calculate by Payroll