

**Sweetwater Union High School District
Classified Extended Workyear Request Form**

(This form is to be used for classified employees who will be working their regular school year assignment outside of their scheduled workyear. This form IS NOT to be used for those classified employees working at a designated summer school site.)

To: _____
FINANCIAL SERVICES

Site: _____

Employee Name: _____
Social Security # _____
Position Title _____
Location of Assignment: _____

FUNDING SOURCE (Must be filled in completely)

# of Hours	Fund	Resource	PY	Goal	Function	Object	Sch	Loc

It is your responsibility to enter time worked directly into the Timcrt system after you have submitted this form to Financial Services for approval. If you have any problems entering the time please contact the Payroll Dept. at 585-4497.

Effective (Start) Date: _____
Ending Date: _____
Of Days Per Week: _____
Hours Per Day: _____

Approved By: _____
Site Administrator's Signature

Employees paid an extended workyear assignment will be paid for ACTUAL HOURS WORKED. Estimated payments WILL NOT be made. For example: Time worked June 9 through July 8 would be paid on July paycheck. Please check with your site secretary to confirm cutoff dates and pay dates.

Assignment Accepted By: _____
Employee's Signature

Financial Services: _____

Approved:

Denied:

White: Payroll
Cariary: Employee
Pink: Personnel File
Golden: Site