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Employee and Retiree Service Center  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

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PACS Timesheet  
For Extracurricular Class 3-5 Activities  
Dollars Only

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Employee ID \_\_\_\_\_ Name (please print) \_\_\_\_\_

School Number \_\_\_\_\_ School Name \_\_\_\_\_

Biweekly Pay Period \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Instructions:**

1. Complete this form in ink.
  2. Use a separate form for each biweekly pay period.
  3. If you have activities at more than one school, complete a separate timesheet for each school.
  4. Complete this timesheet for each activity worked this pay period.
  5. Report each activity worked and the amount to be paid in the spaces provided below. Consult your timekeeper for activity codes if necessary.
  6. Sign this timesheet in ink and submit to the principal or timekeeper.
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		Biweekly Total To Be Paid
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____
Activity Name _____	Activity Code _____	\$ _____

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This is to certify that my record of attendance, as shown is correct.

This is to certify that I have examined the above report and found it to be correct.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature, Employee                      Date

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature, Immediate Supervisor                      Date

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