

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

**PACS TIMESHEET
EXTRACURRICULAR CLASS 1 OR
CLASS 2 ACTIVITIES**

Employee ID _____ Name (please print) _____
 School Number _____ School Name _____
 Biweekly Pay Period ____/____/____ to ____/____/____

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 hours worked for each day in the day columns provided below. Consult your timekeeper for activity codes if necessary.
6. ECA-1: DO NOT report more hours than your allocation balance.
7. Sign this timesheet in ink and submit to the principal or timekeeper.

Get paid on time! DO NOT HOLD TIMESHEETS OR REPORT HOURS PAST THE SCHEDULED PAY PERIOD DATES. THIS COULD RESULT IN A DELAY OF PAY.

ECA-1 Activities. Report the activity code, name and the hours worked each day for that activity.

			Week 1							Week 2							
Activity Code	Activity Name	Pay Code	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Biweek Total
		EC1															
		EC1															
		EC1															
		EC1															
		EC1															
		EC1															
		EC1															

ECA-2 Activity. Report a unit of 1 for each day of outdoor education participation.

		Week 1							Week 2							
Activity Name	Pay Code	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Biweek Total
Outdoor Education	EC2															

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