



Function/Supplemental Authorization Request

Please allow 5 business days for approval

Board Approved Pay Rates	
\$23.50/Exempt Personnel	\$80/Full Day - Professional Development
\$35.00/ Exempt Homebound Personnel	\$40/Half Day - Professional Development
\$12.00/ Non-Exempt Personnel	<i>Intercession - \$35.00/HR for Exempt Personnel (Only Teachers)</i>
\$10.00/Sports Activities (All Personnel)	<i>Intercession - Regular Hourly rate for non-exempt personnel</i>

Type of Request
<input type="checkbox"/> Function - A function code is assigned when time worked is performed within the district
<input type="checkbox"/> Supplemental - A supplemental pay sheet is provided to record time worked outside of the district

Extension Request
<input type="checkbox"/> Extension for existing function/supplemental request Revised Extension Dates: _____
<input type="checkbox"/> Change amount of days per week/hours per day Revised Days per week: _____ Revised Hours: _____
Extension Budget Authority Signature: _____

Function/Supplemental Details (ALL FIELDS MUST BE COMPLETED)	
Start Date: _____	End Date: _____
Days Per Week: _____	Hours Per Day: _____
Description of Extra Duty: _____	

Budget Authority Signature: _____	Timecard Approver: _____
Account Number: _____ (Exempt)	Account Number: _____ (Non-Exempt)

EMPLOYEE MUST AGREE TO THE FOLLOWING:

I agree to provide services to Canutillo Independent School District as stated above. I understand that services provided prior to the assignment of a function code will not be compensated as well as work performed after the end date. Furthermore, I will adhere to provide services for the specified number of days and number of hours stated in the agreement.

Employee ID or Badge ID	Employee Name	Role

Please use second page if you require additional space

For Payroll Office Use Only	
Date Received:	
Approved by Finance:	
Function/Supplemental Code:	

[illegible]