

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
SPECIAL ASSIGNMENT TIME SHEET**

*This Special Assignment time sheet should be completed by the individual appointed to that position at the **conclusion of the assignment.** Upon approval by the site principal, the time sheet should be forwarded to Human Resources for signature.*

Completed Assignment: _____
(Coaching, Advisor, Director, etc)

School: _____ Season: Fall___ Winter___ Spring___

Employee: _____ SS# _____

- All uniforms have been returned, inventoried, and stored properly.
- All equipment has been collected and stored in the appropriate storage area.
- District key has been returned.
- Athletic Director has allowed Coach/Advisor to keep site key until _____.

Employees Signature _____ Date _____

Approved by Athletic Director _____ Date _____

Approved by Principal _____ Date _____

ATTENTION SITE PRINCIPALS:

Prior to receiving payment for a Special Assignment, an employee must have filed employment paperwork with the Human Resource office for the assignment. Current and "Walk On" employees must have had the assignment approved by the School Board on an Assignment Order. The principal is responsible for submission of the Assignment Order to the Human Resources office for School Board approval prior to the start of the Special Assignment.

- **If the paperwork and process is incomplete, the stipend will not be paid.**

Approved by HR Director _____ Date _____

Budget Code: _____

To be completed by the Payroll Office:

Stipend for the position per the current contract \$ _____

Number of years at this same assignment: _____

Date Paid _____