

DATE :

MEMORANDUM FOR FINANCE AND ACCOUNTING OFFICE

SUBJECT: Certification of Extra-Duty Assignment

Reference: Payroll Number _____

This memorandum certifies that _____
Name of Employee SSN _____

CHECK ONE:

_____ Has satisfactorily completed extra-duties as assigned within the required hourly range of _____ for the amount of \$ _____ in the accomplishment of the _____ extra-duty assignment for SY _____.

_____ A lesser payment than the amount approved is authorized for payment on a pro-rated basis for the extra-duty assignment of _____ for SY _____. _____ hours are authorized for payment of the hourly range of _____. The calculation is: $LP = DV(HW/MP)$.

I certify that this assignment was authorized for payment and that it was completed during non-duty hours. Payment for above named activity is subject to the retroactive pay rate adjustment for SY_____.

Principal's Name (Typed & Signature)

CF: