

PAYROLL: EXTRA PAY ON SAME DAY FOR REGULAR EMPLOYEES

(Work performed in addition to the normal work period for which the employee is compensated under regular salaries)
 (ALL EMPLOYEES TO BE PAID, MUST BE HIRED AS OF OR BEFORE THIS DATE TO BE PAID)

Due date: see Payroll Calendar

earning code: 32 extra pay
 classification codes (if applies): 1 teacher,
 2 bus attendant, 3 bus driver, 4 clerical, 5 cook,
 6 cust/maint, 7 para, 8 supervisor, 9 principal,
 11 truck dr

DATE SERVICES WERE RENDERED: _____

DESCRIPTION OF SERVICES RENDERED: _____

FUNDING SOURCE: _____

HRLY RATE: _____

CHECK DATE: _____

CHECK #: _____

SCHOOL: _____

	EMPLOYEE NAME	SS#	AMOUNT PER DAY	Get From Director of Finance	TOTAL HRS WORKED
				ACCOUNT #	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
TOTALS					

ALL INFORMATION MUST BE ON THIS FORM BEFORE APPROVAL.

 SUPERVISOR/PRINCIPAL DATE

 BUSINESS MANAGER DATE

 SUPERINTENDENT DATE

