

Pike County Schools
PAYROLL STANDARD INVOICE

Employee #: _____ **Employee Position:** _____

Name: _____ **Last 4 Digits of SSN:** _____

Address: _____

All invoices must be promptly made out in required form and filed with the Board "in writing, itemized and verified" according to law.
 A properly prepared invoice shows exact kind of service, where, when and by whom.

Pay Period			Lunch*				Hrs Per	Hrs Per
			In	Out	In	Out	Day	Week
Beginning:	_____		Su					
Ending:	_____		M					
			Tu					
			W					
			Th					
			Fr					
			Sa					
			Su					
			M					
			Tu					
			W					
			Th					
			Fr					
			Sa					
10	Days	Total						

*Lunch is 30 minutes unpaid. May be combined with morning and afternoon paid breaks (15 min each) to make a one hour lunch.

I hereby certify that the above is a correct statement of time worked for the above named board of education for services rendered as itemized.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL OF PAYMENT

DATE

ABSENTEE VERIFICATION FORM

Employee Name: _____ **Last (4) Digits of SS#:** _____

Pay Period: _____ **Work Location:** _____ **Certified** _____ **Classified** _____

I am requesting pay for _____ SICK DAY(S) for the date(s) of _____
for the following reason: _____

Policies: 03.1232/03.2232

I am requesting pay for _____ EMERGENCY DAY(S) for the date(s) of _____
for the following reason: _____

Policies: 03.1236/03.2236

I am requesting pay for _____ ANNUAL LEAVE DAYS for the date(s) of _____

Annual leave (vacation) is earned by 240/260 day employees only. Scheduling of annual leave must be done in advance with supervisor.

Policies: 03.122/03.222 **Supervisor's Approval:** _____

I am requesting pay for _____ JURY DUTY for the date(s) of _____

In order to be paid for jury duty, employee must attach cash or a check made payable to the Pike County School System equal to the amount the employee was paid for jury duty (less the portion designated for expense reimbursement). Employee shall notify immediate supervisor prior to commencement of jury duty. Employees dismissed from jury duty prior to the end of the workday must report to their workplace.

Policies: 03.1237/03.2237 **Amount:** _____ **Cash** _____ **Check** _____

I was absent from my job on the following day(s): _____
I understand that I will not be paid for these days.

Signatures:

I do solemnly swear that on the above mentioned date(s) I was unable to perform my school duties and was absent from my job for the reason indicated above.

Employee Signature: _____ Date: _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

Notary Public _____

Pike County, Kentucky. My commission expires _____