



Stamford Public Schools

EXCELLENCE IS THE POINT.

Prior Approval & Extra Service Vouchers

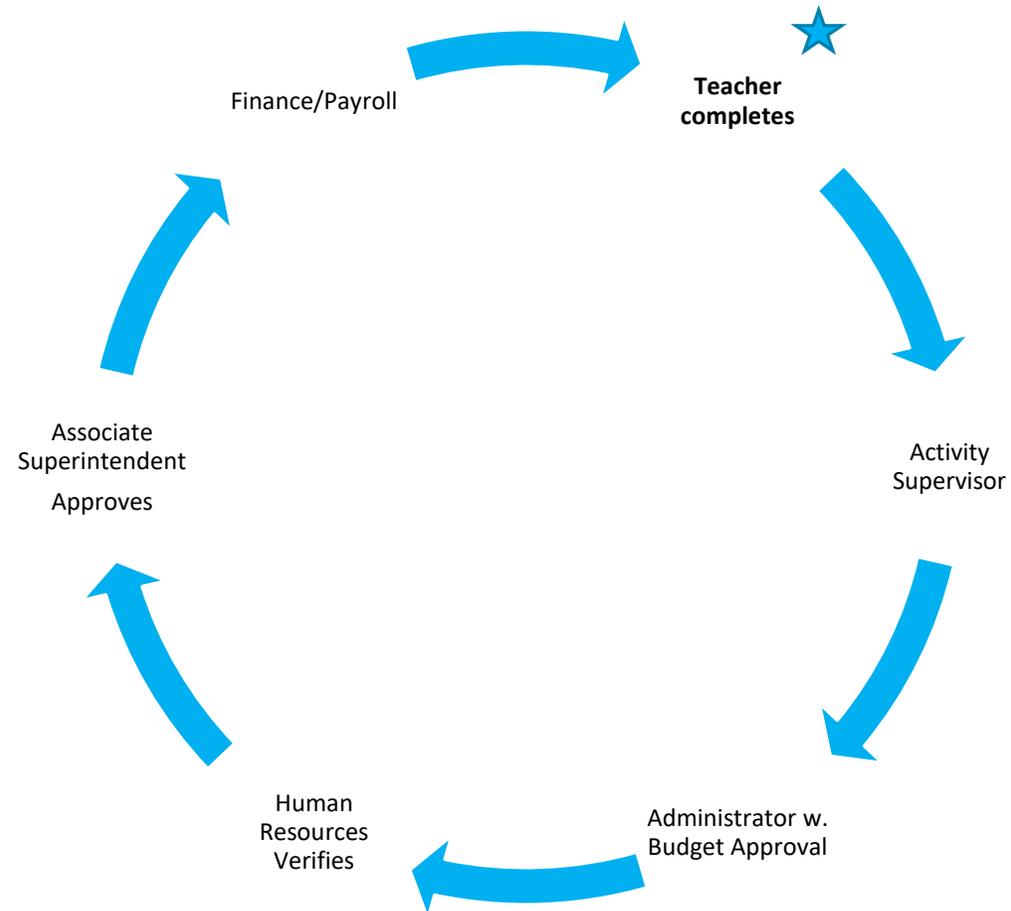
POWERED BY



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Payment Workflow



Teacher Benefits

Available via web, mobile or tablet!

Easier to enter as you go

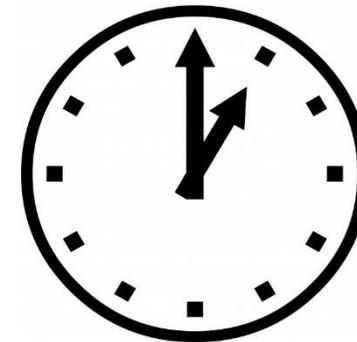
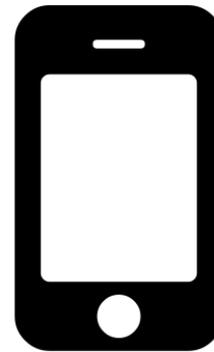
Smart form = will typically remember the device and can auto-populate responses

Faster processing allows faster payment

Email updates along the way

Less room for errors

No more wondering if you were paid



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are Stamford Public Schools...

Malie Skigen

...list, 60th Annual National
...it Scholarship Program

"I can say with confidence that I have found more

...n many of my

... have."



Stamford Public Schools provides an education that cultivates productive habits of mind, body and heart in every student.

Choose Stamford Schools!

District News

Social Media

Board of Education

Stamford Quick Links



Four Stamford Educators to Explore the World This Summer Through Self-Designed Fellowships to Improve Classroom Practice »

START BY VISITING THE SPS WEBSITE





HOVER YOUR MOUSE OVER 'STAFF' TAB

Home

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Human Resources

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- Professional Learning
- Volunteer Opportunities
- Verification of Employment

Current Employees

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- Forms
- Grants and Funded Programs
- Open Positions
- Policies and Regulations
- Staff & Admin Login
- Union Contracts

Prospective Employees

- Employment Opportunities
- Collaborating with SPS
- Why Work in Stamford?

Former Employees

- Verification of Employment
- Retirement Benefits

Volunteer Opportunities

- Volunteer Application & Instructions



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District News

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Board of Education

Stamford Quick Links



Rogers International Student Teams Earned Second and Third Place at 37th National Academic Championship »

Stamford Public Schools (SPS) announced that Rogers International School...

<https://www.stamfordpublicschools.org/district/current-employees/pages/forms>

Or you can navigate directly to this page using the URL above

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- Unions

Prospective Employees

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- FAQs
- Substituting with SPS
- Why Work in Stamford?

Former Employees

- Verification of Employment
- Retirement Benefits

Volunteer Opportunities

- Volunteer Application & Instructions

CLICK on Forms

Stamford Public Schools provides an education that cultivates productive habits of mind, body and heart in every student.

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District News Social Media Board of Education

Stamford Quick Links

 Rogers International Student Teams Earned Second and Third Place at 37th National Academic Championship »
Stamford Public Schools (SPS) announced that Rogers International School...

- Aesop Information
- Benefits
- Board of Education Administrative Contracts
- Certification Resources
- Childcare Scholarships
- Family and Medical Leave Act (FMLA)
- Federal Regulations
- Forms
- HR Newsletters
- Open Positions
- ParaPro Assessment
- Policy Handbook
- Salary Reclassification
- Staff & Admin Log
- TEAM Program
- Tuition Reimbursement
- Union Contracts
- Verification of Employment
- Workers' Compensation

Home » District » Human Resources » Current Employees



Forms

Benefits Forms

Childcare Scholarship Forms

Community Concerns Reporting Form

Employee Information Change Form *** For address, name, and phone number changes

Leave of Absence Forms

- [Family and Medical Leave Act Forms](#)

Reminder: Before Payment is authorized- Prior Approval is required

...x Withholdings)
...e Tax Withholdings)
...Form
...Form (SEA Only) - return to Human Resources by August 14, 2019

Teacher Extra Service Forms (SEA Only)

- [Extra Service Prior Approval Form](#)
- [Authorization Voucher for Payment for Extra Services](#)

Salary Reclassification Forms

Tuition Reimbursement Forms



Or you can navigate directly to this page using this URL

Authorization Voucher for Payment for Extra Services

Start by selecting your name from the drop down list

Teacher Name

Please select your name from the list below

- Teacher Name
- Anne Accettullo
- Marisol Acevedo-Vazquez
- Chelsea Ackerman
- Jennifer Adams
- Parks Adams
- James Agostino
- Jennifer Agostino
- Thomas Agosto
- Francisco Ahumada
- Stefanie Aivalis
- Alison Albano
- Jenna Albano
- Catherine Albrecht
- Reem Al-Fikey
- Angie Alicea
- Jeannette Alicea
- Brendon Alix
- Rebecca Aloupis

Employee #*

Thursday Location*

Teacher City Email Address*

For system generated status updates and approvals

is activity was..*

With Students

No Students

Activity Date*

Only one date per form

Morning activity end time :

Afternoon activity start time :

Afternoon activity end time :

Please enter in 15 minute intervals

Time(s) should be listed in 15 minute increments; vouchers are not paid by the minute and will be rounded off accordingly.



Your Employee ID will automatically populate – please verify to ensure correct payment

Payment for Extra Services

Enter in your location and city email for status updates



Teacher Name *

- Please select your name from the list below
- Teacher Name
 - Anne Accettullo
 - Marisol Acevedo-Vazquez
 - Chelsea Ackerman
 - Jennifer Adams
 - Parks Adams
 - James Agostino
 - Jennifer Agostino
 - Thomas Agosto
 - Francisco Ahumada
 - Stefanie Aivalis
 - Alison Albano
 - Jenna Albano
 - Catherine Albrecht
 - Reem Al-Fikey
 - Angie Alicea
 - Jeannette Alicea
 - Brendon Alix
 - Rebecca Aloupis

Employee # *

five digits of ID from paystub - please verify that this number is correct to ensure payment

is activity was.. *

- With Students
- No Students

Morning activity end time

 : :

Please enter in 15 minute intervals

Thursday Location *

Activity Date *

 / /

Only one date per form

Teacher City Email Address *

For system generated status updates and approvals

Afternoon activity start time

 : :

Please enter in 15 minute intervals

Afternoon activity end time

 : :

Please enter in 15 minute intervals

Time(s) should be listed in 15 minute increments; vouchers are not paid by the minute and will be rounded off accordingly.



Authorization Voucher for Payment for Extra Services

Teacher Name *

Employee # *

Last five digits of ID # - please verify that this number is correct to ensure payment

Thursday Location *

Teacher City Email Address *

Please enter your email address to receive status updates and

Enter activity here (ie. tutoring, workshop prep, etc)

Please submit a voucher for each activity worked.

This activity was.. *

- With Students
 No Students

To ensure the correct rate of pay is calculated, please select whether the activity was with or without students!

If your activity is split between the two, simply enter a voucher for each type of activity.

Morning activity start time

 : :

Please enter in 15 minute intervals

Morning activity end time

 : :

Please enter in 15 minute intervals

Afternoon activity start time

 : :

Please enter in 15 minute intervals

Afternoon activity end time

 : :

Please enter in 15 minute intervals



Authorization Voucher for Payment for Extra Services

Teacher Name *

Alphabetized by last name

Employee # *

Last five digits of ID from paystub - please verify that this number is correct to ensure payment

Thursday Location *

Teacher City Email Address *

For system generated status updates and approvals

Activity Name *

This activity uses *

Activity Date *

Only one date per form

Afternoon activity start time

 :

Please enter in 15 minute intervals

Enter activity date here.

For accurate reporting and prompt payment – only one date per voucher

Afternoon activity end time

 :

Please enter in 15 minute intervals

time

 :

Please enter in 15 minute intervals

 :

Please enter in 15 minute intervals

PRO TIP: These forms are available via mobile device, tablet or PC! Complete them as you complete your activity for prompt payment and accurate reporting!

Please enter all time in 15 minute intervals!

approvals

Activity Name *

This activity was.. *

- With Students
- No Students

Activity Date *

Enter morning activity time here

Enter afternoon activity time here

Morning activity start time

 :

Please enter in 15 minute intervals

Morning activity end time

 :

Please enter in 15 minute intervals

Afternoon activity start time

 :

Please enter in 15 minute intervals

Afternoon activity end time

 :

Please enter in 15 minute intervals

Time(s) should be listed in 15 minute increments

If you worked on the same activity in the same day – before and after school for example, you would record the hours worked before school in the “Morning activity” boxes and the after school activity in the “Afternoon Activity” boxes.

*For this example the

Time(s) should be listed in 15 minute increments; vouchers are not paid by the minute and will be rounded off accordingly.

Current rates for Extra Service hours for 2019-2020

Accepted: 1:00 pm – 1:45 pm

Incorrect: 1:01 pm – 1:47 pm

*For example the incorrect time will be adjusted to 1:00 pm – 1:45 pm

Please enter time according to this chart!

2019-2020 Rates: with students **\$44.27** | without students **\$37.95**

**Enter total # of hours worked here in 15 minute increments
Please don't forget to deduct for lunch break!

For total time worked

15 minutes = .25

30 minutes = .50

45 minutes = .75

Total Hours Worked (Less Lunch) *

15 minutes = .25 hours

Amount to be paid

Activity Supervisor *

For account number and approval

By signing below, I agree to create a legally binding contract between the other party and myself, or the entity I am authorized to represent. *

Use your mouse or finger to draw your signature above

[\[clear\]](#)

Date/Time

Jul ▾ 19 ▾ 2019 ▾

 11 ▾ : 27 ▾ AM ▾

Time(s) should be listed in 15 minute increments; vouchers are not paid by the minute and will be rounded off accordingly.

Accepted: 1:00 pm – 1:45 pm

Incorrect: 1:01 pm – 1:47 pm

*For this example the incorrect time will be adjusted to 1:00 pm – 1:45 pm

2019-2020 Rates: with students **\$44.27** | without students **\$37.95**

For total time worked

15 minutes = .25

30 minutes = .50

45 minutes = .75

Total Hours Worked
(Less Lunch) *

15 minutes = .25 hours

Total \$ to be paid *

Amount to be paid

Activity Supervisor *

For account and approval



Your total dollar amount to be paid will calculate here
**if this number is incorrect, please check to make sure you entered the correct selection for 'with or without students' and your total hours worked*

By signing below, I agree to create a legally binding document for the party and myself, or the entity I am authorized to represent.

Use your mouse or finger to draw your signature above

[clear]

 :

Time(s) should be listed in 15 minute increments; vouchers are not paid by the minute and will be rounded off accordingly.

**Please select your activity supervisor from the dropdown list!
This will allow the form to be sent directly to them for approval.**

2019-2020 Rates: with students \$44.27 | without students \$37.95

For total time worked

15 minutes = .25

30 minutes = .50

45 minutes = .75

**Total Hours Worked
(Less Lunch) ***

15 minutes = .25 hours

Total \$ to be paid

Amount to be paid

Activity Supervisor *

Please select below

- Matthew Moynihan
- Hugh Murphy
- Claudia Obas
- Meghan Osowiecki
- Jonathan Panzer
- Christopher Passamano
- Crystal Perry-Holden
- Michael Pisseri
- Cheryl Poltrack**
- Sheri Prendergast
- Kathleen Quaglino
- Michael Rinaldi
- Peter Rinaldi
- Maria Rivera
- Frank Rodriguez
- Lisa Saba-Price
- Mary Sabia-O'Donnell
- Judith Singer
- Robert Smith-Biko
- Lisa Stagliano-Mackey

By signing below, I agree to create a legally binding contract between the other party and myself, or the entity I am authorized to represent. *

[clear]

Use your mouse or finger to draw your signature above

For total time worked

15 minutes = .25

30 minutes = .50

45 minutes = .75

Total Hours Worked

Total \$ to be paid *

Activity Supervisor*

Finally, please sign electronically here

**Web: Use Mouse to draw name
Mobile/Tablet: Use finger to draw**

Please select below

For account number and approval

By signing below, I agree to create a legally binding contract between the other party and myself, or the entity I am authorized to represent. *

Date/Time

Jul

19

2019



11

27

AM

Last Stop!

Hit submit and check your email for updates as your voucher progresses through the approval process!

Use your mouse or finger to draw your signature above

Submit Form



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Thank You

The form was submitted successfully.

Email Update Examples



Fri 10/11/2019 4:57 PM

noreply@formstack.com

Authorization Voucher for Payment for Extra Services - HR Verified - Subi

To



AuthorizationVoucherforPaymentforExtraServices_Submission_545320318.pdf
39 KB

Great news! Your Authorization Voucher for Payment for Extra Services has been verified by the Human Resources Department! If any corrections were made at this step they will be noted below. You will continue to receive email notifications as your voucher moves through the remaining steps of the approval process.

Notes: Times entered= 1 hour, not 4

Have a great



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day!

**Please remember the voucher process in its entirety may take up to two pay periods unless further research is required.*



Fri 10/11/2019 5:00 PM

noreply@formstack.com

Authorization Voucher for Payment for Extra Services- Finance Verified -

To



AuthorizationVoucherforPaymentforExtraServices_Submission_545320318.pdf
48 KB



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Great news! Your Authorization Voucher for Payment for Extra Services has been verified by the finance department and is on it's way to payroll! You can expect your payment in one of the next two paychecks pending the day of completion.

Notes: Hours add up to 1 - not 4 hours

Have a great day!

**Please remember the voucher process in its entirety may take up to two pay periods unless further research is required.*

Click below for video example...



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Special thanks to Jonathan Kolman (TOSA)
for these awesome videos!





If you have any questions, please feel free to reach out to Amanda Bisson at (203) 977-4975 or Abisson@StamfordCT.gov



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