

MONONA GROVE SCHOOL DISTRICT

Process DOC for Teacher Pay Voucher

The pay voucher is used for any work Teachers perform outside of their contract. This document is very important as it is used to pay individuals for work performed.

The following is a step by step process on how to accurately fill out the pay voucher:

1. Please fill out this form on a computer whenever possible.
2. Teacher Name – Please enter your first and last name.
3. Date – Please enter the dates worked; only one date per row and one week per pay voucher.
Example: 05/15/15
4. Starting time – Please enter the start time; Example 9:00 am
5. Ending Time – Please enter the end time; Example 09:30 am
6. Hours Worked – Please enter the total hours worked that day.
7. Total Hours – This will automatically calculate.
8. Description – Please enter the reason why you worked outside of your contracted time.
9. The check boxes represent the reasons per Section 25 of the Teacher Handbook. Check the box that pertains to the description above.
10. Teacher Signature – This area is not fillable, print first, then sign and date.
11. Administrator Signature – Please sign and date.
12. Budget Owner Signature and Date – If this is different from the Administrator Signature, please sign and date.
13. Account Code – Budget Owner must enter the account code these hours are to be paid from

Please send completed pay voucher to the District Office, attention Payroll, for processing **within 2 weeks of the work performed**. Only completed pay vouchers will be processed. Any non-completed pay vouchers will be sent back to the employee.