

GREAT NECK PUBLIC SCHOOLS

Employee Semi-Monthly Payroll Form

COMPLETE FORM IN BLUE OR BLACK PEN ONLY

Employee Name Your full name that you registered with the school district School or Location School you did the work for

Employee ID# You can get this from WinCap web Part Time Overtime Substitute Hourly

Department Department you work in, if applicable Month Month you are filing for Year Year you are filing for

Job Title Your position, such as Subsitute Teacher Aide, Teacher, etc Circle One: 1st - 15th
of the month 16th - last day
of the month

Circle Days in one column only	Budget Code	Hours		Total Hours or Days	Reason for Additional Time Worked
		Start Time	End Time		
1 16	Check with your building staff or principal for this	The time you are putting in for outside of your contractual hours or days		Enter hours as a percentage of an hour for example 20 minutes is 0.33 (20/60)	Such as: Cafeteria Coverage period 5; covered for Mary Smith; staff meeting; translation, etc.
2 17					
3 18	Sample entries:				
4 19	A2250-1688	8:10	8:33	0.33	
5 20					
6 21	A2250-1688	2:50	3:30	0.75	
7 22	A2250-1688	8:00 2:50	8:30 3:15	0.83	
8 23					
9 24					
10 25					
11 26					
12 27					
13 28					
14 29					
15 30					
31					

Total Additional Hours or Days for Pay Period 1.91 Hourly Rate Request from building staff in main office

This is to certify that the work or labor services, detailed above, have been actually performed for and on behalf of the Board of Education of the Great Neck Public Schools; that this claim is just, due and unpaid, and that there are no offsets against same; that the items and specifications therein are correct; that the same charges are reasonable and just; and that no payment has been made on account thereof, except as included or referred to in such account or claim.

Employee Signature Your signature by hand Date

Approved for Payment:

Administrator's Signature Building Principal or Program Administrator Date

Additional Authorizing Signature When required, building staff in main office will know Date

when required