



Payroll

In order for payroll to process the following must be included for extra duty pay such as tutoring or any form of extra duty pay.

- Student sign-in sheet or Agenda for Training
- Sign-in/Payroll sheet for teacher
- Stand Payroll Request sheet

Student sign-in Sheet Form

The following must be included on form.

- Teacher
- Student Signature
- Time in and Time out
- Date
- Subject Area

Teacher Sign-in Sheet Form

The following to be included on teacher sign-in form.

- Subject Area
- Campus
- Date
- Teacher name printed please
- Teacher signature
- Time in and Time out
- Total hours

Standard Payroll Request Form

- Month Being Requested – Month tutoring occurred
- Date of Request
- Employee Name – Full name as it appears in employee records
- Time spent tutoring under each day
- Rate of Pay is \$25.00 for teachers only before and after school day
- Account Code to be used
- Principals Signature
- All payroll to be paid with federal funds must be sent to Special Programs for the Director's signature.

Migrant Payroll Tutoring

- Must use Migrant Funded Tutorial Attendance Form for student sign-in sheet.
- Campus
- Teacher Room Time Month
- Grade of student
- Student name and NGS number
- PFS Status
- Check days attended
- Principal's Signature
- Date
- Subject area
- Teacher's signature

- Teacher Sign-in form
- Standard Payroll Request form

Remember to:

- Check account balance
- For migrant tutoring make sure NGS numbers are listed
- If minutes listed divide by 60 for hourly time. Example
Teacher tutored for 28 minutes divide by 60 =.47. On
that day list .47.