

# REMSEN CENTRAL SCHOOL

## HOURLY, OVERTIME, CLAIM AND SUBSTITUTE PAYROLL FORM

Instructions: This form should be completed by all not on salary for hourly, overtime, substitute or additional compensation beyond contractual salary.

Certification of Payroll for part-time or substitute employees and for overtime for the school year.

This is to certify that \_\_\_\_\_ is entitled to payment as follows for the period from \_\_\_\_\_ through \_\_\_\_\_.

Code	Dates Worked	Subbed for	Full/Half Day or # of hours	Indicate Times	Rate of Pay	Total
<b>Total</b>						

Employee Signature \_\_\_\_\_

Retirement number \_\_\_\_\_

Supervisor Approval \_\_\_\_\_

District Office Approval \_\_\_\_\_

**\*\*PLEASE NOTE:** Keep all copies of this form intact. District office will distribute.

Distribution:    White – Payroll                      Yellow – Personnel                      Pink - Supervisor