ORCHARD PARK CENTRAL SCHOOL DISTRICT
Orchard Park, NY 14127

SPECIAL ASSIGNMENT PAYROLL CLAIM FORM

SECTION 1: TO BE COMPLETED BY UNIT ADMINISTRATOR (Please Check One)

Interscholastic Athletics:
- ☐ Coaching (2855-150-17-0055)
- ☐ Chaperone (2855-150-17-0055)

Co-Curricular Activities:
- ☐ Intramurals (2850-150-00-0085)
- ☐ Instructional Leader (Hourly)
- ☐ Chaperone – Events, etc. (2850-150-00-0085)
- ☐ Chaperone - Detention/Suspensions (0055)

Misc. Activities:
- ☐ Additional 7% Stipend days (0055) Guidance/Psych
- ☐ Community Education (2330-150)
- ☐ Home Teaching Services (2110-130-00-0008)
- ☐ Curriculum Projects - RPEV (0055)
- ☐ Summer Employment (0055)
- ☐ Assessment Prep (Regents/AP/State)
- ☐ Blended / Co-Teaching
- ☐ Coverage Assignment
- ☐ Lost Prep/planning period
- ☐ Miscellaneous (Other)
- ☐ Scoring

PAYROLL BUDGET CODE: _____

ACTIVITY: _____

NAME OF EMPLOYEE: _____

HOURLY RATE & TOTAL HOURS WORKED**:** _____

ADDITIONAL INFORMATION:

Dates:	# of Hours:	Dates:	# of Hours:	Dates:	# of Hours:

TOTAL AMOUNT OF PAYMENT: $_____ PAYMENT DATE(S): _____

$_____ PAYMENT DATE(S): _____

PLEASE NOTE: This claim must be received BY THE DEADLINE DATE before the special payroll dates, or payment will be held until the next special payroll date.

SECTION 2: TO BE COMPLETED BY EMPLOYEE

I, the under signed, accept the assignment and salary as stated above.

_____

EMPLOYEE SIGNATURE **DATE**

_____

UNIT ADMINISTRATOR SIGNATURE **DATE**