

COLUMBIA PUBLIC SCHOOL DISTRICT
BI - WEEKLY
SPECIAL PAYROLL REQUEST FORM



NAME: _____

☐ HOURLY

DATE: _____

CPS ID #: _____

SCHOOL/DEPARTMENT: _____

Date	Detailed Description of Work Performed	Hour Code (see following pages)	Number of Hours	ACCOUNT CODE		Hourly Rate (see following pages)	Total
				Key	Object		
TOTAL							

Supervisor's Name (print or type)

Supervisor's Signature

/ Date

Completed payroll forms must be submitted to Human Resources by the 23rd of each month. This ensures they reach the Business Services office by the last business day of the month for payment the following month.

Hour Codes & Pay Rates:

Hour Code	Title	Pay Rate
3801	Accompanist at School Production	\$20/hour
3802	AP Audit Work	\$30/hour
3806	Credit Completion Instruction	\$30/hour
3808	Curriculum Writing	\$30/hour
3810	Early Childhood Home Visits	\$30/hour
3812	Early Childhood Screener & ELL Screener	\$30/hour
3813	Focus & Priority School Tutoring – Title I funded	\$30/visit
3814	General Supervision Rate	\$20/hour
3815	SAE Visit	\$6/visit
3816	Homebound Teachers	\$20/hour
3819	MO Option Program	\$27/hour
3823	Interpreting	\$30/hour
3824	Kindergarten Screening	\$13/hour
3826	Math Tutoring Grant (Teaching Curriculum)	\$27/hour
3827	Orientation & Mobility Services	\$30/hour
3828	Para Pro Test Administration & Interpretation	\$20/hour
3830	PSAT/ACT Supervision/Administration with Students	\$20/hour
3832	Saturday Detention	\$20/hour
3834	SB319 Pay (Teaching Curriculum)	\$30/hour

Hour Code	Title	Pay Rate
3836	Special Education After School Program Teachers (Placement Option Program)	\$27/hour
3837	Specialized Nurse Instruction – CACC	\$25/hour
3838	Specialized Sub Nurse Instruction – CACC	\$20/hour
3842	Staff Development Participant	\$30/hour
3844	Staff Development Presenter	\$35/hour
3846	Staff Development Co-Presenter	\$17.50/hour
3850	Tutoring for General Instruction	\$20/hour
3852	Athletic Supervision	\$15/hour
3859	Homeschool Communicator Basketball Officials	\$20/game
3860	Homework Visits – Title I funded	\$30/visit
3861	Mo Scholars Academy Tester	\$60/test
3863	Principal Mentor – Title IIA funded	\$60/hour
3864	Supplemental Temporary Support Teacher	\$30/hour
3865	Title I or Title III School Tutoring	\$27/hour
3872	Varsity Football Video Board Operator	\$100/event
3874	Soccer Video Board Operator	\$55/event
3876	Basketball Video Board Operator	\$55/event
3878	Volleyball Video Board Operator	\$55/event
3880	Homework No Show Visits	\$15/visit