

Payroll Form

Staff Member Name _____

Building _____

Date _____

Approver Signature _____

Type of Payment (Fill out applicable section)

Tutoring

Please attach separate tutoring log with student names and hours to this form; return to Payroll Dept.

Years in District _____

Total Hours _____

Total Amount Due _____

Budget Account Number _____

Note: The amount of tutoring time required to receive your \$500 stipend depends on the number of years you have served the district as a certificated staff member.

1-5 years = 20 hours (\$25/hr)

6-10 years = 18 hours (\$27.77/hr)

11+ years = 17 hours (\$29.41/hr)

Club

Please attach separate documentation noting meeting dates, number of students attending and length of meeting

Name of Club _____

Amount to Pay _____

Budget Account Number _____

Other Stipend (ex: PDC, mentoring, summer school stipend)

Type of Stipend _____

Amount _____

Budget Account Number _____