

CREIGHTON ELEMENTARY SCHOOL DISTRICT

Payroll Tool

Employee Name _____ Job Title _____

Social Security Number _____ - _____ - _____ School/Unit _____

Project/Service: _____

Prior Approval Signature _____ Date _____
(Principal/Director)

Approved Hours _____ **ACCOUNT CODE**

Fund	Program	Function	Object	Unit	Course

Log:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Total Hours</u>

Log:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Total Hours</u>

(Please attach additional log time if needed)

Employee Signature _____ Date _____ 20 _____

Principal/Director _____ Date _____ 20 _____

PAYROLL OFFICE USE ONLY

Pay Schedule	Grade _____	Step _____		
Regular Hourly Rate	\$ _____	x Hours _____	= \$ _____	Total
Overtime Hourly Rate	\$ _____	x Hours _____	= \$ _____	Total
Dock Pay Rate	\$ _____	x Hours _____	= \$ _____	Total
Leave Pay Rate	\$ _____	x Hours _____	= \$ _____	Total
Vacation Rate	\$ _____	x Hours _____	= \$ _____	Total
Other	\$ _____	x Hours _____	= \$ _____	Total