

**Pleasantville Public Schools**  
**SUPPLEMENTAL PAYROLL FORM**  
 (Approval is required prior to work being performed)

Account # \_\_\_\_\_ Pay Day \_\_\_\_\_

Project Name \_\_\_\_\_

**PRINT** Employee's Name \_\_\_\_\_

Employee Number \_\_\_\_\_

BOE Approval Date \_\_\_\_\_ OR Superintendent's Approval \_\_\_\_\_

Pay Period: From \_\_\_\_\_ To \_\_\_\_\_

Date	Time In	Time Out	# of Hours	Initials

Total Hours \_\_\_\_\_ @ \$ \_\_\_\_\_ Per Hour = \_\_\_\_\_

I certify the above detailed hours have been completed as authorized

\_\_\_\_\_  
 EMPLOYEE'S SIGNATURE / DATE

\_\_\_\_\_  
 SUPERVISOR'S SIGNATURE / DATE

**NOTE:** This form is to be used to request payment for supplemental work performed on an hourly basis, such as tutoring, curriculum development, in-service activities, etc., as authorized by the Board of Education. If Board approval cannot be obtained in a timely manner, the prior approval of the Superintendent is required.

**This form is not to be used to request payment for OVERTIME.**