

# FEDERAL PROGRAMS

School: \_\_\_\_\_

2023-2024

SIG Budget Code: \_\_\_\_\_

## NEWPORT NEWS PUBLIC SCHOOLS

### Payroll Department

#### WEEKLY SUBMITTAL SHEET FOR EXTRA/ADDITIONAL PAY

*This form is to be used for paying all employees for any additional work that is completed beyond their contracted position with the school division. This form is **NOT** to be used for approved salary supplements.*

Employee Name	ID#	Budget Code		
Position Worked/Job/Program	Hours Worked	Rate of Pay	Total Pay	Week Ending

Employee Name	ID#	Budget Code		
Position Worked/Job/Program	Hours Worked	Rate of Pay	Total Pay	Week Ending

Employee Name	ID#	Budget Code		
Position Worked/Job/Program	Hours Worked	Rate of Pay	Total Pay	Week Ending

Employee Name	ID#	Budget Code		
Position Worked/Job/Program	Hours Worked	Rate of Pay	Total Pay	Week Ending

Employee Name	ID#	Budget Code		
Position Worked/Job/Program	Hours Worked	Rate of Pay	Total Pay	Week Ending

#### Approvals Required Before Submitting to Payroll:

_____	_____	\$ _____
Director/Principal/Supervisor/Coordinator	Date	Subtotal
_____	_____	\$ _____
Executive Director	Date	8.65% (Fringes)
		\$ _____
		Grand Total

\* Due in payroll by the 10th of each month