

FEDERAL PROGRAMS

School: _____

2024-2025

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

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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**