



La Vernia

Independent School District

Supplemental Pay Authorization

Supplemental pay forms are due to the **Payroll Office** by the Tuesday after the end of the pay period for Semi-Monthly payroll and by the 10th of every Month for the Monthly payroll. Any forms received after these dates will go on the following payroll.

<input type="checkbox"/> Athletics	<input type="checkbox"/> Tutorials	<input type="checkbox"/> Detention	<input type="checkbox"/> Sub Bus driver/aide
<input type="checkbox"/> Saturday school	<input type="checkbox"/> Tryouts	<input type="checkbox"/> Sub Custodian	<input type="checkbox"/> Other: _____

<input type="checkbox"/> Monthly	<input type="checkbox"/> Semi-Monthly
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Employee Name: _____ EE ID # _____

Campus: _____

Date:	Duties Performed	Begin Time	End Time	Hours
			Total Hours	

Hourly Rate: _____ X Hours _____ = _____ Flat amount: _____
(Hourly information is filled out by payroll)

Budget Code: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Finance Approval: _____

Date: _____