



TO: Payroll Department
 Jennifer Garcia, Director of Accounting & Payroll

CC: Frances Barcenez, Executive Director of External Funds & Student Services

FROM: _____

DATE: _____

RE: Payroll for Extra Duty/Tutoring Services

The campus has verified the dates, times, and student sign-in sheets for the below tutoring sessions. Please pay these tutors from budget: _____

<i>Pay Rate:</i>	
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	<i>TEACHER</i>	<i>TEACHER ID #</i>	<i>Number of Days worked</i>	<i>Total Amount Paid</i>
1.	_____	_____	_____	■ _____
2.	_____	_____	_____	■ _____
3.	_____	_____	_____	■ _____
4.	_____	_____	_____	■ _____
5.	_____	_____	_____	■ _____
6.	_____	_____	_____	■ _____
7.	_____	_____	_____	■ _____
8.	_____	_____	_____	■ _____
9.	_____	_____	_____	■ _____
10.	_____	_____	_____	■ _____
11.	_____	_____	_____	■ _____
12.	_____	_____	_____	■ _____
13.	_____	_____	_____	■ _____
14.	_____	_____	_____	■ _____
15.	_____	_____	_____	■ _____

Campus must have a Supplemental Service Agreement (district employee) on file and/or Description of Duty for Substitutes and Tutors form (non-employee) for each employee listed on payroll memo. Please attach and send all time sheets associated with this pay memo together for processing. Payroll Deadlines are enforced, NO EXCEPTIONS.