

New Caney Independent School District Supplemental Pay Sheet

PAYROLL OFFICE USE ONLY:	
Function ID:	_____
Amount:	_____
Entered by:	_____

Emp Campus/Dept _____

Job/Duty Assignment (NOTE: only one Assignment per form)
(Use for ALL Extra Duty EXCEPT Athletics)

Payroll/Employee ID # _____

RATE OF PAY: _____ Per _____

Budget Code _____

Name _____

Pay Date _____

Campus Approval _____

Please sign **OUT** when leaving for lunch and
IN upon returning.

Reporting Period _____ to _____

District Approval _____

Week 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Date:								
	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	Total # Hours/Days	Total Weekly Pay
	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours		
Week 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Date:								
	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	Total # Hours/Days	Total Weekly Pay
	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours		
Week 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Date:								
	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	Total # Hours/Days	Total Weekly Pay
	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours	Total Daily Hours		
Grand Total								

Employee Signature _____

The District cannot assure full retirement benefits for any employee working for the District after retirement. Employees should rely on advise and information from TRS regarding their eligibility for retirement benefits. Personnel who separate employment (including retirees) from NCISD will forfeit eligibility for longevity pay.