

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT

Teacher/Staff Payroll Form

All Timesheets and Extra Pay Forms must be submitted for administrator approval no later than two weeks following the date worked. Late submission will result in delay/denial of payment.

EMPLOYEE NAME: _____

ALL INFORMATION MUST BE ENTERED FOR FORM TO BE PROCESSED

Date	Hours:		Total	Activity
	Start	End		

Employee Signature

Building Administrator Signature

District Office Approval