

**DEPEW UNION FREE SCHOOL DISTRICT
PAYROLL REPORT FORM**

Building _____

Department _____

Employee Name _____

Payroll Date _____

Payroll Period _____ **TO** _____

Budget Code _____

Description	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed
Dates														
Regular Hours														
Over-time Hours														
DTO Payroll extra time (circle applicable code below)														

Signature of Employee _____

Date _____

Signature of Administrator/Supervisor _____

Date _____

Attendance codes for Exempt & Admin staff only:

- To be used above when absent from work
- V = Vacation
 - P = Personal Day
 - B = Bereavement (Death in Family)
 - J = Jury Duty
 - SS = Sick - Self
 - SF = Sick - Family
 - C = Conference
 - H = Holiday

DTO Payroll Codes:

(circle appropriate duty code)

- Supervision - Type/Event:**
- Academic Intervention Time _____ Payrate: _____
 - Credit Recovery Time _____ Payrate: _____
 - Family Support Center Time _____ Payrate: _____
 - Summer Work _____ Payrate: _____
 - Other Time: _____ Payrate: _____