**PAYROLL VOUCHERS MUST BE APPROVED BY PRINCIPAL/DIRECTOR AND DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBMITTED TO PAYROLL BY THE LAST WORKING DAY OF THE MONTH EMPLOYEE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FULL/PART TIME STAFF–EXTRA PAY ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY AND DATE** | **REASON FOR EXTRA PAY** | **TIME**  **IN** | **TIME OUT** | **TOTAL HOURS** | **HOURLY RATE** | **TOTAL EARNINGS/**  **FLAT RATE** |
| **1st Week**  **Mon.,** |  |  |  |  |  |  |
| **Tues.,** |  |  |  |  |  |  |
| **Wed.,** |  |  |  |  |  |  |
| **Thurs.,** |  |  |  |  |  |  |
| **Fri.,** |  |  |  |  |  |  |
| **Sat.,** |  |  |  |  |  |  |
| **2nd Week**  **Mon.,** |  |  |  |  |  |  |
| **Tues.,** |  |  |  |  |  |  |
| **Wed.,** |  |  |  |  |  |  |
| **Thurs.,** |  |  |  |  |  |  |
| **Fri.,** |  |  |  |  |  |  |
| **Sat.,** |  |  |  |  |  |  |
| **3rd Week**  **Mon.,** |  |  |  |  |  |  |
| **Tues.,** |  |  |  |  |  |  |
| **Wed.,** |  |  |  |  |  |  |
| **Thurs.,** |  |  |  |  |  |  |
| **Fri.,** |  |  |  |  |  |  |
| **Sat.,** |  |  |  |  |  |  |
| **4th Week**  **Mon.,** |  |  |  |  |  |  |
| **Tues.,** |  |  |  |  |  |  |
| **Wed.,** |  |  |  |  |  |  |
| **Thurs.,** |  |  |  |  |  |  |
| **Fri.,** |  |  |  |  |  |  |
| **Sat.,** |  |  |  |  |  |  |
| **5th Week**  **Mon.,** |  |  |  |  |  |  |
| **Tues.,** |  |  |  |  |  |  |
| **Wed.,** |  |  |  |  |  |  |
| **Thurs.,** |  |  |  |  |  |  |
| **Fri.,** |  |  |  |  |  |  |
| **Sat.,** |  |  |  |  |  |  |
|  |  |  | **GRAND TOTAL HOURS:** |  | **GRAND**  **TOTAL EARNINGS:** |  |

**CLAIMANT’S SIGNED DECLARATION**

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_