

**GILBERT PUBLIC SCHOOLS
PAYMENT FOR ADDITIONAL WORK**

NOTE: WORK THAT EXTENDS BEYOND FISCAL YEAR END MUST BE SUBMITTED ON A NEW FORM FOR THE NEW SCHOOL YEAR.

To approve work: Employee and supervisor complete top of form and send to district administrator. The white and yellow copy will be returned for submittal to Human Resources upon completion of work.

For rental, on call, overtime pay, complete and submit white and yellow copies of form to District Administrator for payment.

Date: 6/23/14
 Employee Name: Suzanne Zentner Employee ID#: [REDACTED]
 School/Department: D. Office Position: Chief Talent
 Type of work to be completed: Extra days prior to contract
 (General description i.e., curriculum development, extended contract, etc.)

Description of work to be completed (be specific):
Please pay Suzanne Zentner her daily rate for the work of 6/23 - 6/27. She will be working prior her official contract date of July 1, 2014

Work start date: 6/23/14 Estimated Completion Date: 6/26/14 Number of Pays: 1
 Hours worked: 40 hrs

Rate of Pay: \$ 65.92 Total to be paid: \$ 2637.13 Account code: 001100 2570 6190

Employee Signature: [Signature]
 Site Principal/Admin. Signature: _____
 District Administrator Signature: [Signature]
 District Budget Approval: _____

Human Resource Use Only 503

Job Code	_____
Hourly/Daily	_____
Time & 1/2	Y or N
TOTAL	_____

**GILBERT PUBLIC SCHOOLS
COMPLETION OF ADDITIONAL WORK RESPONSIBILITIES**

Date: _____
 This confirms that the work as agreed to for _____ was satisfactorily completed on _____.

Final and total payment is due.
 Employee Signature: _____
 Administrator Signature: [Signature]

Approved by Finance Dept
 JUN 25 2014 [Signature]

White: Personnel Yellow: Payroll Upon Completion Pink: Administrator Gold: Originator

$125 \div 237 \div 8 \quad 65.92 \times 40$