**PAYROLL VOUCHER**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month |  | Regular  | Schedule |  |  |  |  | Overtime |  |  |  |
| Yr. Date | From | To | From | To | Hours | ShiftDiff. | From | To | Hours | Explanation of over-time or absence | Staff AbsenceRequest Form |
| Sat. |  |  |  |  |  |  |  |  |  |  |  |
| Sun. |  |  |  |  |  |  |  |  |  |  |  |
| Mon. |  |  |  |  |  |  |  |  |  |  |  |
| Tues. |  |  |  |  |  |  |  |  |  |  |  |
| Wed. |  |  |  |  |  |  |  |  |  |  |  |
| Thurs. |  |  |  |  |  |  |  |  |  |  |  |
| Fri. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Total** | **Hours** |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal or Supervisor Signature Director Signature