

**PAYROLL VOUCHER  
SAN BENITO HIGH SCHOOL DISTRICT**

Name \_\_\_\_\_ Account Name: \_\_\_\_\_ Sub Fund: \_\_\_\_\_ Resource: \_\_\_\_\_ Object: \_\_\_\_\_ Goal: \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Payroll Date: \_\_\_\_\_ Function: \_\_\_\_\_ Cost Center (Department): \_\_\_\_\_

**OBJECT CLASSIFICATION:**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> 1110 - Teacher                 | <input type="checkbox"/> 2210 - Sub Guidance/Library/Health  | <input type="checkbox"/> 2236 - Sub Food Service    | <input type="checkbox"/> 2915 - Career Center       |
| <input type="checkbox"/> 2110 - Instructional Aide      | <input type="checkbox"/> 2220 - Maintenance/Operations       | <input type="checkbox"/> 2250 - Transportation      | <input type="checkbox"/> 2915 - Workability         |
| <input type="checkbox"/> 2190 - Sub Instruct Aide       | <input type="checkbox"/> 2226 - Sub Maintenance/Operations   | <input type="checkbox"/> 2410 - Clerical            | <input type="checkbox"/> 2920 - Student Workers     |
| <input type="checkbox"/> 2120 - Walk On Coach           | <input type="checkbox"/> 2230 - Food Services Assistants     | <input type="checkbox"/> 2430 - Substitute Clerical | <input type="checkbox"/> 2920 - ASB Ticket Seller   |
| <input type="checkbox"/> 2200 - Guidance/Library/Health | <input type="checkbox"/> 2234 - Student Worker Food Services | <input type="checkbox"/> 2910 - Campus Supervisor   | <input type="checkbox"/> 2930 - Sub Camp Supervisor |

**SAMPLE DATES OF SERVICE:**

Regular Hrs./ Overtime/ Double Time	Month _____																
	Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Hours																
	Dates	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Hours																

Month \_\_\_\_\_

Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Dates	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Hours																

**SALARY COMPUTATIONS:**

Regular Hours \_\_\_\_\_ X Rate per Hr. \_\_\_\_\_ = \_\_\_\_\_  
 Overtime Hours \_\_\_\_\_ X 1.5 x Rate per Hr. \_\_\_\_\_ = \_\_\_\_\_  
 Double Time Hours \_\_\_\_\_ X 2 x Rate per Hr. \_\_\_\_\_ = \_\_\_\_\_

**I CERTIFY THAT THE ABOVE IS A TRUE AND ACCURATE ACCOUNTING OF THE TIME SPENT PERFORMING SERVICES.**

**TOTAL = \$ \_\_\_\_\_**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL:** (Payroll voucher will not be paid until signed by employee & supervisor)

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Personnel Director \_\_\_\_\_ Date \_\_\_\_\_

**BRIEF DESCRIPTION OF SERVICES:**

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