

**COLUMBIA PUBLIC SCHOOL DISTRICT
SPECIAL PAYROLL REQUEST FORM**



NAME: _____

BI-WEEKLY PAID MONTHLY PAID DATE: _____

CPS ID #: _____

PRIMARY LOCATION/POSITION: _____

Date	Detailed Description of Work Performed (including location)	Hour Code <small>(see following pages)</small>	Number of Hours	ACCOUNT CODE		Hourly Rate <small>(see following pages)</small>	Total
				Key	Object		
TOTAL							

Supervisor's Name (print or type)

Supervisor's Signature

/ Date

Completed payroll request forms must be received in the Business Services office by the last business day of the month to be paid the following month.

Hour Codes & Pay Rates:

Hour Code	Title	Pay Rate	Hour Code	Title	Pay Rate
3801	Accompanist at School Production	\$20/hour	3031	Title I New Hire Training	\$10/hour
3802	AP Audit Work	\$27/hour	3832	Saturday Detention	\$20/hour
3803	New Employee Orientation	\$10/hour	3834	SB319 Pay (Teaching Curriculum)	\$27/hour
3804	Community Service Lead Teacher	\$15/hour	3836	Special Education After School Program Teachers (Placement Option Program)	\$27/hour
3805	Beyond District Competition	\$10/hour	3837	Specialized Nurse Instruction – CACC	\$25/hour
3806	Credit Completion Instruction	\$27/hour	3838	Specialized Sub Nurse Instruction – CACC	\$20/hour
3807	Adult Evening Supervisor	\$10.94/hour	3842	Staff Development Participant	\$27/hour
3808	Curriculum Writing	\$27/hour	3844	Staff Development Presenter	\$35/hour
3809	Laundry Service Preschool	\$10/hour	3846	Staff Development Co-Presenter	\$15/hour
3810	Early Childhood Home Visits	\$27/hour	3850	Tutoring for General Instruction	\$15/hour
3812	Early Childhood Screener & ELL Screener	\$27/hour	3852	Athletic Supervision	\$12/hour
3813	Focus & Priority School Tutoring – Title I funded	\$27/visit	3859	Homeschool Communicator Basketball Officials	\$20/game
3814	General Supervision Rate	\$10/hour	3860	Homework Visits – Title I funded	\$25/visit
3815	SAE Visit	\$6/visit	3861	Mo Scholars Academy Tester	\$60/test
3816	Homebound Teachers	\$19.30/hour	3863	Principal Mentor – Title IIA funded	\$60/hour
3819	MO Option Program	\$27/hour	3864	Supplemental Temporary Support Teacher	\$27/hour
3820	Homebound Supervision Assistant	\$10/hour	3865	Title I Focus School Tutoring	\$27/hour
3821	ACT Preparation	\$15/hour	3872	Varsity Football Video Board Operator	\$100/event
3822	ACT Instruction	\$27/hour	3874	Soccer Video Board Operator	\$55/event
3823	Interpreting	\$30/hour	3876	Basketball Video Board Operator	\$55/event
3824	Kindergarten Screening	\$10/hour	3878	Volleyball Video Board Operator	\$55/event
3826	Math Tutoring Grant (Teaching Curriculum)	\$27/hour	3880	Homework No Show Visits	\$12.50/visit
3827	Orientation & Mobility Services	\$30/hour			
3828	Para Pro Test Administration & Interpretation	\$20/hour			
3829	Speak Test Admin	\$10/hour			
3830	PSAT/ACT Supervision/Administration with Students	\$20/hour			