

**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 (see following pages)	Number of Hours	ACCOUNT CODE		Hourly Rate (see following pages)	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.
Rev 08/2018

Effective July 1, 2023

Hour Codes & Pay Rates:

Hour Code	Title	Pay Rate	Hour Code	Title	Pay Rate
3801	Accompanist at School Production	\$20/hour	3832	Saturday Detention	\$20/hour
3802	AP Audit Work	\$30/hour	3834	SB319 Pay (Teaching Curriculum)	\$30/hour
3804	Community Service Lead Teacher	\$15/hour	3836	Special Education After School Program Teachers (Placement Option Program)	\$27/hour
3806	Credit Completion Instruction	\$30/hour	3837	Specialized Nurse Instruction – CACC	\$25/hour
3808	Curriculum Writing	\$30/hour	3838	Specialized Sub Nurse Instruction – CACC	\$20/hour
3810	Early Childhood Home Visits	\$30/hour	3842	Staff Development Participant	\$30/hour
3812	Early Childhood Screener & ELL Screener	\$30/hour	3844	Staff Development Presenter	\$35/hour
3813	Focus & Priority School Tutoring – Title I funded	\$30/visit	3846	Staff Development Co-Presenter	\$15/hour
3814	General Supervision Rate	\$15/hour	3850	Tutoring for General Instruction	\$20/hour
3815	SAE Visit	\$6/visit	3852	Athletic Supervision	\$15/hour
3816	Homebound Teachers	\$20/hour	3859	Homeschool Communicator Basketball Officials	\$20/game
3819	MO Option Program	\$27/hour	3860	Homework Visits – Title I funded	\$30/visit
3821	ACT Preparation	\$15/hour	3861	Mo Scholars Academy Tester	\$60/test
3822	ACT Instruction	\$27/hour	3863	Principal Mentor – Title IIA funded	\$60/hour
3823	Interpreting	\$30/hour	3864	Supplemental Temporary Support Teacher	\$30/hour
3824	Kindergarten Screening	\$13/hour	3865	Title I or Title III School Tutoring	\$27/hour
3826	Math Tutoring Grant (Teaching Curriculum)	\$27/hour	3872	Varsity Football Video Board Operator	\$100/event
3827	Orientation & Mobility Services	\$30/hour	3874	Soccer Video Board Operator	\$55/event
3828	Para Pro Test Administration & Interpretation	\$20/hour	3876	Basketball Video Board Operator	\$55/event
3830	PSAT/ACT Supervision/Administration with Students	\$20/hour	3878	Volleyball Video Board Operator	\$55/event
			3880	Homework No Show Visits	\$15/visit

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