

Pay Per Event Pay Request

(fill out 1 form per event, please)

Employee Name _____ Date of Event _____
Please print

Choose One: <input type="checkbox"/> MS Event <input type="checkbox"/> HS Event _____
Choose an Event: <input type="checkbox"/> Football <input type="checkbox"/> Volleyball <input type="checkbox"/> Soccer <input type="checkbox"/> Basketball <input type="checkbox"/> Wrestling <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Track <input type="checkbox"/> Dance _____
Choose One: <input type="checkbox"/> FB-Chains <input type="checkbox"/> Gate <input type="checkbox"/> Clock <input type="checkbox"/> VB-Lines <input type="checkbox"/> Score Book <input type="checkbox"/> Announcer <input type="checkbox"/> Supervisor <input type="checkbox"/> Official/ Ref

Certified only: Contract day began (time) _____ ended _____

Event hours worked (time) _____ to _____ # of Hours to be paid _____
(minimum of 3 hrs paid)

Employee signature _____ Date _____

Authorized signature _____ Date _____
(Betty Nitschelm for high school events / Mindi Hoke for middle school events)

Approved duties will be paid at the rate of \$36 per event up to 3 hours. Those events lasting longer than 3 hours will be paid @ 12.00/hour by the ¼ hour increments.

Only those events that start after contract time or extend one-half hour after the contract time will be paid.

Pay period is from the 11th of the previous month through the 10th of the current month.

Turn in request to the appropriate authorizing person no later than 9:00 a.m. on the 10th of each month to be included in the current month's payroll.