

**CERTIFIED EMPLOYEES PAYROLL CHECKLIST
(REQUIRED)**

SCHOOL/DEPT:

SEND REPORTS IN THE FOLLOWING ORDER

- 1 | **PRINCIPAL/SUPERVISOR/ADMIN. TIME SHEET** _____
- 2 | **EMPLOYEE ABSENTEE STATEMENT —**
IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #1 ABOVE _____
- 3 | **APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE
FORM, WC ELECTION, DR EXCUSES, OBITUARY, ETC.) —**
IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT _____
- 4 | **OTHER CERTIFIED TIME SHEETS (includes Asst. Principal, if app) —**
IN ALPHA ORDER _____
- 5 | **EMPLOYEE ABSENTEE STATEMENTS —**
IN DATE ORDER BEHIND RESPECTIVE TIME SHEET IN #4 ABOVE _____
- 6 | **APPLICABLE LEAVE DOCUMENTATION (PROFESSIONAL LEAVE
FORM, WC ELECTION, DR EXCUSES, OBITUARY, ETC.) —**
IN DATE ORDER BEHIND RESPECTIVE EMPLOYEE ABSENTEE STATEMENT _____
- 9 | **MAKE SURE THIS CHECKLIST IS COMPLETE**
(SCHOOL/DEPT NAME IS LISTED ABOVE & EACH ITEM IS "√" OR INITIALED) _____

Leave records for vacant positions are entered at the school by using the teacher positions in system by school – e.g. CES, Teacher & NHMS, Teacher

NOTE: This **SHOULD** be used as a cover sheet each month to separate certified and non-certified payrolls.