

New Employee Payroll Approval

Please submit the following information **completed by the Principal, Superintendent, OR HR Director** for each new employee to be added to payroll. All clearances must be complete and received prior to approval.

Date: _____

School: _____ City: _____

New Employee Name: _____

Position: _____ Part Time Full Time

Rate of Pay/Salary: _____ Hourly-Salaried-Per Diem

Start Date: _____

Principal's Approval: _____

System Director's Approval: _____

Human Resources Director: _____

Notes:

Office Use Only

Date Recommended: _____ By: _____