



Department of  
Payroll

# *North East Independent School District*

8961 TESORO DR., SUITE 201 – SAN ANTONIO, TEXAS 78217 – (210) 407- 0186

## EMPLOYEE SUPPLEMENTAL SERVICES PAY FORM

PLEASE CHECK ONE:      \_\_\_\_\_ Certified Payroll      \_\_\_\_\_ Biweekly Payroll

Full Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Campus/Dept: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Hours: \_\_\_\_\_ Time In \_\_\_\_\_ Time out \_\_\_\_\_

Pay Code: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Total Compensation: \_\_\_\_\_

Position # (Certified): \_\_\_\_\_

Budget Code (Biweekly): \_\_\_\_\_

Description of Duty: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Manager Signature

\_\_\_\_\_  
Date