Reset

# DOUGHERTY COUNTY SCHOOL SYSTEM
# ADJUSTMENTS TO PAYROLL – POLICE DEPARTMENT

☐ **Semi-Monthly** ☐ **Monthly**

| | |
|---|---|
| **Date:** | **Location:** |
| **Name:** | **Position:** |
| **Employee ID#:** | **SS#:** |

**ALL LEAVE WITHOUT PAY SHOULD BE SUBMITTED THROUGH AESOP ONLY.**

| | (A) | (B) | (C) | (D) | (E) | (F) | |
|---|---|---|---|---|---|---|---|
| **DATE** | **HOURS/REASON** | | | | | | **LOCATION** |
| | **F100** | | | **F100** | **F400/402** | **F100** | |
| | **PATROL** | **ON CALL** | **OTHER** | **SUMMER SCHOOL** | **SATURDAY SCHOOL** | **SPORTING EVENT** | |
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| | | | | | | | |
| **TOTAL** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **TOTAL HOURS** 0.00 |

**Please indicate below the account number to be charged for hours worked.**

***All salary object account numbers (last five digits) should begin with a one (1).**

| | ACCOUNT NUMBER | | | | | | TOTAL HOURS | INITIALS |
|---|---|---|---|---|---|---|---|---|
| (A+B+C) | **100** | **8014** | **9990** | **46** | **2600** | **18105** | 0.00 | |
| Sum School (D) | **100** | **8014** | **9188** | **46** | **2600** | **18106** | 0.00 | |
| Sat School (E) | | | | | **2600** | **18107** | 0.00 | |
| Sports (F) | **100** | **8014** | **9990** | **46** | **2600** | **18108** | 0.00 | |
| | | | | | | **TOTAL** | **0.00** | |

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**Principal/Director/Supervisor Signature**

**Note:** **SEMI-MONTHLY PAYROLL –** See Semi-monthly Employees & Substitutes Reporting Schedule for dates to submit to Payroll.