

ARLINGTON PUBLIC SCHOOL

Payroll Department

869 Massachusetts Avenue

Arlington, MA 02476

Date: _____

- **PLEASE PRINT ALL INFORMATION**
- Payment cannot be processed unless **ORIGINAL GREEN form** is filled out completely and sent for approval. (Supervisor and Superintendent)
- When taking this form off line – **PRINT ON GREEN PAPER ONLY.**

EMPLOYEE NAME: _____
(Please print)

DEPARTMENT CODE OR SCHOOL : _____
(Codes listed on back of this form)

CHARGE TO ACCOUNT #: ********* _____
******* This account number MUST be filled in before sending to payroll or it will be returned for acct. info.**
(Supervisor approving payment will have this account number)

Date of Service	Service Rendered	Time worked beyond School hours ie: 4:00pm-6:00pm	# Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours / days _____

Total Amount \$ _____

Supervisor _____

ADMINISTRATION _____
Superintendent, Asst. Superintendent (grants), CFO (clerical)

FOR PAYROLL PURPOSES:	
PP. _____	_____
e.c _____	_____
ORG. _____	_____
AMT _____	_____

LOCATION / SCHOOL /DEPARTMENT CODES

Please choose the department you work for:

These codes are for all staff except those listed on the bottom half of this sheet.

Code

01	High School	Charles A.Skidmore
05	Ottoson	Timothy Ruggere
06	Bishop	Stephen Carne
07	Brackett	Stephanie Zerchykov
10	Dallin	Tara Rossi
11	Hardy	Deborah D'Amico
14	Peirce	Karen Hartley
15	Stratton	Alan Brown
16	Thompson	Sheryl Donovan

17	Pupil Personnel – Example – Psychologist / Social Workers
18	Special Teachers – Example – Physical Education, Music, ACE
19	Supervisors
20	Librarians
22	Special Education - Teachers & Assistants
23	Guidance
24	Metco
28	English Language Learners (ELL)
59	Permanent Subs
60	Subs – Regular
62	Title 1 – Teacher & Assistants
64	PL 89/313 – Grant
65	PL 94/142 – Grant

Please note – if you are a Special Education Teacher but work at an elementary – your code is still ‘22’. The same procedure follows for Pupil Personnel, ELL, Special Teachers, etc who are located in a school use your department code.