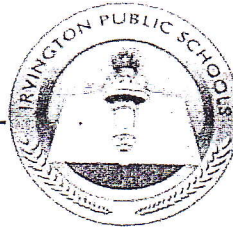


Irvington Public Schools

OFFICE OF GOVERNMENT PROGRAMS



1 University Place, 2nd Floor
Irvington, New Jersey 07111
Office: 973-399-6800
Ext. 1671/Ext. 1673
Fax: 973-373-0924

Protocols for Submission of Supplemental Salary Request

1. Requisition for Payment of Supplemental Salary Form
2. Timesheet for Overtime/Substitute Hours or Stipends
3. Timesheet for each day requesting payment with name of employee highlighted
4. Resolution with name of employee highlighted
5. For the Record (if necessary)
6. Activity Log
7. Student Attendance
8. Appendix A: (If applicable)
Return for Correction Form