Regis Catholic Schools

PAYROLL WORK SHEET

Name: _____ **Pay Period: _____**

Department: _____Clerical Support
_____Food Service
_____Library/Media
_____Maintenance
_____School Aide
_____Other (_____)

Building: _____Central Office
_____Immaculate Conception
_____St. James
_____St. Mary's
_____Regis Middle School
_____Regis High School

Date	Job Description and Hours Worked	Hours per Day	Comments
Total Hours for Pay Period			
Employee's Signature		**Date**	
Supervisor's Signature		**Date**	

For RCS Finance Department Use

Hourly Rate: _____Gross Pay:_____ Check #_____

Account(s) to be Charged: _____

Date Paid _____ Verified by: _____