

**FRANKLIN COUNTY PUBLIC SCHOOLS
DIVISION OF SUPPLEMENTAL INCOME PROGRAM
AUTHORIZATION FOR PAYMENT**

Name of Participant: _____ Employee #: _____

Date(s) Worked:	Full Day or ½ Day	Location Worked:	Service Rendered:
<i>Ex. 8-1-18</i>	<i>0.5</i>	<i>Ferrum Elementary</i>	<i>Subbing for Mary Jane</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Days to be Paid: _____

Signature of Participant

Signature of Principal/Immediate Supervisor

TO ENSURE PAYMENT PLEASE MAKE SURE YOUR DSIP FORMS ARE TURNED INTO THE PAYROLL OFFICE **NO LATER THAN THE 15TH OF EACH MONTH.** AS LONG AS YOUR SHEETS ARE TURNED IN BY THE 15TH YOU SHOULD RECEIVE PAYMENT FOR YOUR DAYS AT THE END OF THE MONTH. PLEASE NOTE **THERE MAY BE REVISIONS TO THIS DEADLINE DURING EXTENDED HOLIDAY LEAVE** SUCH AS THANKSGIVING, CHRISTMAS, AND SPRING BREAK.

DAYS WILL NO LONGER BE HELD TO SPREAD PAYMENT OUT OVER THE COURSE OF THE YEAR. YOU MUST TURN IN THIS SHEET WITHIN THE SAME PAY PERIOD THAT YOU COMPLETE THE WORK. PAYMENT WILL BE ISSUED WITHIN THE SAME PAY PERIOD AS LONG AS GUIDELINES ARE FOLLOWED ABOVE.

ALL FORMS SHOULD BE SUBMITTED TO: FRANKLIN COUNTY PUBLIC SCHOOLS
ATTN: PAYROLL DEPARTMENT
25 BERNARD ROAD
ROCKY MOUNT, VA 24151