

SUPPLEMENTAL PAYROLL

All forms should be **completely** filled out by the employee before they are handed into the school office and sent to payroll. **BE SURE TO INCLUDE EMPLOYEE ID NUMBERS**.

THE FOLLOWING SUPPLEMENTAL PAYROLL ITEMS ARE TO BE EMAILED TO THE FOLLOWING PEOPLE:

Kristin Giles [ddmyers@k12.wv.us](mailto:ddmyers@k12.wv.us)

Elementary School Teacher for Teacher, Overload, Parent Partner, After school tutoring, Elementary Title I

Curt Mann 304-528-5058 or [Katherine.james@k12.wv.us](mailto:Katherine.james@k12.wv.us)

Middle School Teacher for Teacher, Overload, Middle School Parent Partner, After school tutoring, Title I

Heather Scarberry 304-528-5058 or [Katherine.james@k12.wv.us](mailto:Katherine.james@k12.wv.us)

High School Teacher for Teacher, High School Parent Partner, After school tutoring, Title I

Greg Webb 304-528-5052 or [jlake@k12.wv.us](mailto:jlake@k12.wv.us)

Overtime for custodians, Step up for custodians

Travis Austin 304-528-5061 or [vchapman@k12.wv.us](mailto:vchapman@k12.wv.us)

Overtime and supplemental for cooks, Cafeteria Duty Sheets, Step up for cooks

PLEASE DO NOT FAX OR EMAIL THE ABOVE PAYROLL TO THE PAYROLL DEPARTMENT AS IT CANNOT BE PROCESSED UNTIL IT HAS THE APPROPRIATE SIGNATURES

Email all other payroll to Brooke Jeffrey at [alexis.jeffrey@k12.wv.us](mailto:alexis.jeffrey@k12.wv.us)