

Once the driver has completed the field trip, the driver submits the completed document to the school secretary who will enter it into the computer using the field trip request software on the Transportation website under “Services” Link..

Until we are able to have an in-service dedicated to this application for all Calcasieu Parish School System financial secretaries please process the bus driver’s pay on a standard supplement form as we have done so in the past. We will let you know when to make the change to the software.

Thank you

Microsoft Excel - supplement.xls

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	A	B	C	D	E
1	<b>CALCASIEU PARISH SCHOOL BOARD</b>				Revised May 18, 2004
2	<b>SUPPLEMENTAL PAY FORM SUMMARY</b>				
3					
4	School/Department		DATE:		
5					
6	Listed below is a summary of employees paid--see attached supplemental pay forms.				
7					
8		<b>Employee Name</b>	<b>Social Security Number</b>	<b>Total Gross</b>	<b>Description of Services</b>
9	1			\$0.00	
10	2			\$0.00	
11	3			\$0.00	
12	4			\$0.00	
13	5			\$0.00	
14	6			\$0.00	
15	7			\$0.00	
16	8			\$0.00	
17	9			\$0.00	
18	10			\$0.00	
19	11			\$0.00	
20	12			\$0.00	
21	13			\$0.00	
22	14			\$0.00	

Summary Employee #1 Employee #2 Employee #3 Employee #4 Employee #5 Employee #6 Employee #7 Employee #8

Ready