

Payroll Expenditures Summary

Please complete the spreadsheet below to support your entity's payroll expenditures reimbursement request.

Request for March 2020 thru August 2020

Required to attach the following supporting documentation:

1 - Summary Payroll Distribution Report, if employees work in multiple departments, otherwise payroll register.

2 - Please explain all payroll expenditures for individuals (Administrative, etc.) that are not automatically considered eligible for CARES (see in the Coronavirus Relief Fund FAQs for Local Government Units at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>). The explanation should confirm the role of the individuals in the pandemic response.

3 - Please include entity's payroll policy for granting leave related to the COVID-19 pandemic.

4 - Please add rows as needed.

Please note that all leave and state supplemental pay must be extracted from eligible payroll. Also, payroll expenditures for administrative functions in all areas including Public Safety and Public Health must be excluded from the reimbursement request unless these employees have been reallocated to job functions that are substantially different and dedicated to the COVID-19 response.

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Pay Period	Pay Date	Payroll Total	Employee Name	Pay Category (see drop down)	Payroll Costs Substantially Dedicated to COVID-19								FFCRA Compliant and Other COVID Related Leave Payments	Total Eligible Payroll Costs	Please Include Detailed References to Supporting Documentation	Description of COVID-19 related services
					Regular Pay	Overtime Pay	LESS: State Supplemental Pay (if applicable)	Total Eligible Pay	Related Benefits	LESS: All Leave Payments	Total Eligible Benefits					
06/01/20-06/30/20	6/30/2020	5,119.46	Michelle Stokley	Social Science Dept	3,000.00			3,000.00	751.50			751.50	-	3,751.50	*See Payroll Register documents attached & Contract documents attached	*Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	3,000.00	-	-	3,000.00	751.50	-	-	751.50	-	3,751.50		
07/01/20-07/31/20	7/31/2020	7,869.24	Michelle Stokley	Social Science Dept	3,000.00			3,000.00	751.50			751.50	-	3,751.50	*See Payroll Register documents attached & Contract documents attached	*Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	3,000.00	-	-	3,000.00	751.50	-	-	751.50	-	3,751.50		
06/01/20-06/30/20	6/30/2020	3,748.83	Tamar Mosley	Social Science Dept	3,000.00			3,000.00	748.83			748.83	-	3,748.83	*See Payroll Register documents attached & Contract documents attached	*Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	3,000.00	-	-	3,000.00	748.83	-	-	748.83	-	3,748.83		
07/01/20-07/31/20	7/31/2020	3,748.83	Tamar Mosley	Social Science Dept	3,000.00			3,000.00	748.85			748.85	-	3,748.85	*See Payroll Register documents attached & Contract documents attached	*Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	3,000.00	-	-	3,000.00	748.85	-	-	748.85	-	3,748.85		
06/01/20-06/30/20	6/30/2020	3,229.50	Haley Duck	Social Science Dept	3,000.00			3,000.00	229.50			229.50	-	3,229.50	*See Payroll Register documents attached & Contract documents attached	*Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	3,000.00	-	-	3,000.00	229.50	-	-	229.50	-	3,229.50		
07/01/20-07/31/20	7/31/2020	3,229.50	Haley Duck	Social Science Dept	3,000.00			3,000.00	229.50			229.50	-	3,229.50	*See Payroll Register documents attached & Contract documents attached	*Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
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06/01/20-06/30/20	6/30/2020	60.71	Holley Purvis	Distance Learning Dept		48.55		48.55	12.16		12.16	-	60.71	*See Payroll Register documents attached & Timesheet documents attached	*Teacher Aid for Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	-	48.55	-	48.55	12.16	-	12.16	-	60.71		
06/01/20-06/30/20	6/30/2020	219.14	Glenn Parker	Distance Learning Dept		175.24		175.24	43.90		43.90	-	219.14	*See Payroll Register documents attached & Timesheet documents attached	*Teacher Aid for Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	-	175.24	-	175.24	43.90	-	43.90	-	219.14		
06/01/20-06/30/20	6/30/2020	221.10	Angel Wilkins	Distance Learning Dept		176.81		176.81	44.29		44.29	-	221.10	*See Payroll Register documents attached & Timesheet documents attached	*Teacher Aid for Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
				Total	-	176.81	-	176.81	44.29	-	44.29	-	221.10		
06/01/20-06/30/20	6/30/2020	219.14	Allison Wilkins	Distance Learning Dept		175.24		175.24	43.90		43.90	-	219.14	*See Payroll Register documents attached & Timesheet documents attached	*Teacher Aid for Instructor for Course CSC 1113, "Computer Concepts" - free course for K-12 teachers - not in budget - Course Description: A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.
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Payroll Costs Substantially Dedicated to COVID-19															
Pay Period	Pay Date	Payroll Total	Employee Name	Pay Category (see drop down)	Regular Pay	Overtime Pay	LESS: State Supplemental Pay (if applicable)	Total Eligible Pay	Related Benefits	LESS: All Leave Payments	Total Eligible Benefits	FFCRA Compliant and Other COVID Related Leave Payments	Total Eligible Payroll Costs	Please Include Detailed References to Supporting Documentation	Description of COVID-19 related services
08/01/20-08/31/20	8/31/2020	124.81	Rebecca Higginbotham			100.00		100.00	24.81		24.81	-	124.81	*See Payroll Register documents attached & Timesheet documents attached	*Canvas Mentor - additional job duties not in budget for employee to mentor on Canvas as these duties are needed due to the additional usage of Canvas due to remote learning.
Total					-	100.00	-	100.00	24.81	-	24.81	-	124.81		
08/01/20-08/31/20	8/31/2020	123.78	Tommy Winston			100.00		100.00	23.78		23.78	-	123.78	*See Payroll Register documents attached & Timesheet documents attached	*Canvas Mentor - additional job duties not in budget for employee to mentor on Canvas as these duties are needed due to the additional usage of Canvas due to remote learning.
Total					-	100.00	-	100.00	23.78	-	23.78	-	123.78		
08/01/20-08/31/20	8/31/2020	744.42	Calvin Bennett			600.00		600.00	144.42		144.42	-	744.42	*See Payroll Register documents attached & Timesheet documents attached	*Monthly payment for Contact Tracing Coordinator position. This position was not in our budget and was added for someone to do contract tracing around campus for known positive cases of Covid-19.
Total					-	600.00	-	600.00	144.42	-	144.42	-	744.42		
Total													\$ 23,172.78	-	