

Payroll Expenditures Summary

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

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.

Reimbursement Request for month of Sept 2020

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. Leave granted in compliance with FFCRA may be added back as eligible expenditures. For guidance, see <https://www.dol.gov/agencies/whd/pandemic/ffcr-employer-paid-leave>. Other leave granted by the entity in response to the public health concerns and state stay at home orders may also be eligible.

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	Coronavirus Relief Fund Eligibility -Please document the qualification for eligible costs			
					Regular Pay	Overtime Pay	LESS: State Supplemental Pay (if applicable)	Total Eligible Pay	Related Benefits	LESS: All Leave Payments	Total Eligible Benefits	Necessary due to COVID-19 health emergency?					Included in the official budget as of March 27, 2020?	Substantially Dedicated to COVID-19 mitigation or response?	Incurred for a substantially different use from any expected use of	
9/1/2020	9/30/2020	1,076.50	Haley Duck	Social Science Dept	1,000.00			1,000.00	76.50		76.50	-	1,076.50	*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.	Yes	No	Yes	No	
Total					1,000.00	-	-	1,000.00	76.50	-	76.50	-	1,076.50							
9/1/2020	9/30/2020	1,245.32	Tamar Mosley	Social Science Dept	1,000.00			1,000.00	245.32		245.32	-	1,245.32	*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.	Yes	No	Yes	No	
Total					1,000.00	-	-	1,000.00	245.32	-	245.32	-	1,245.32							
9/1/2020	9/30/2020	1,249.65	Michelle Stokley	Social Science Dept	1,000.00			1,000.00	249.65		249.65	-	1,249.65	*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.	Yes	No	Yes	No	
Total					1,000.00	-	-	1,000.00	249.65	-	249.65	-	1,249.65							

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					Regular Pay	Overtime Pay	LESS: State Supplemental Pay (if applicable)	Total Eligible Pay	Related Benefits	LESS: All Leave Payments	Total Eligible Benefits	Necessary due to COVID-19 health emergency?					Included in the official budget as of March 27, 2020?	Substantially Dedicated to COVID-19 mitigation or response?	Incurred for a substantially different use from any expected use of	
9/1/2020	9/30/2020	124.72	Rebecca Higginbotham	Distance Learning	100.00			100.00	24.72		24.72	-	124.72	*See Payroll Register documents attached & Contract 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.	Yes	No	Yes	No	
Total					100.00	-	-	100.00	24.72	-	24.72	-	124.72							
9/1/2020	9/30/2020	123.82	Tommy Winston	Distance Learning	100.00			100.00	23.82		23.82	-	123.82	*See Payroll Register documents attached & Contract 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.	Yes	No	Yes	No	
Total					100.00	-	-	100.00	23.82	-	23.82	-	123.82							
9/1/2020	9/30/2020	645.90	Calvin Bennett	Human Resources	600.00			600.00	45.90		45.90	-	645.90	*See Payroll Register documents attached & Contract 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.	Yes	No	Yes	No	
Total					600.00	-	-	600.00	45.90	-	45.90	-	645.90							
9/1/2020	9/30/2020	553.58	Cynthia Bratu	Business Office	443.18			443.18	110.40		110.40	-	553.58	*See Payroll Register documents attached & Time Sheet documents attached	*CARES Act purchaser - coordinating the purchasing and documentation for reimbursements for items related to the CARES Act. In addition, reconciling the request for reimbursement with the invoices and general ledger	Yes	No	Yes	No	
Total					443.18	-	-	443.18	110.40	-	110.40	-	553.58							
Total												\$ 5,019.49								