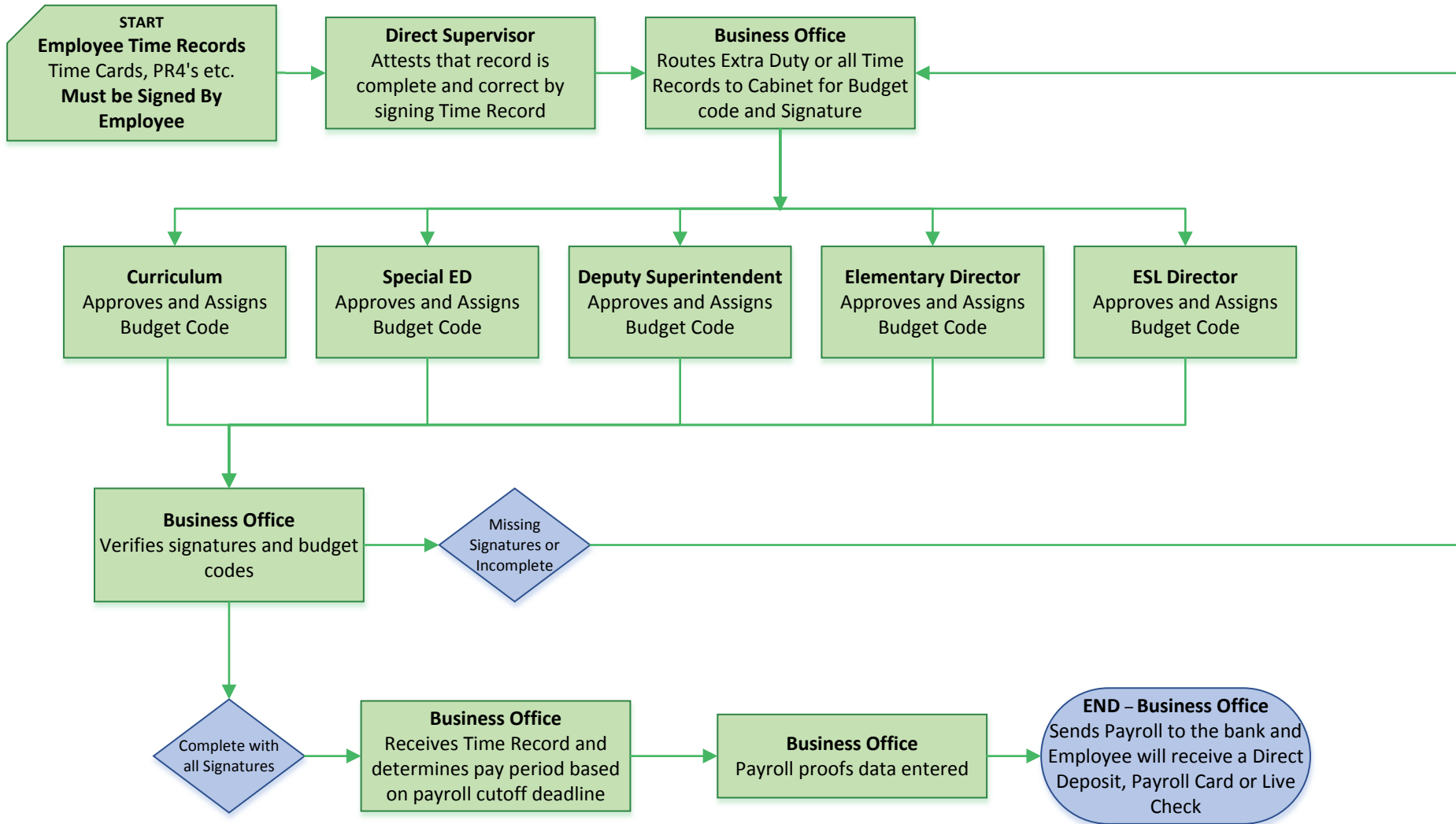




David Douglas School District Business Office Monthly Payroll Process Extra Duty/Time Record Flow Chart



NOTE:

End of month employees additional hours are paid at the end of the following month.

Hourly mid-month employees additional hours are paid on the mid month payroll, for which their time card is for.