

Payroll Request

School _____

Administrator _____

Please send shift differential pay authorization for the service staff at your location. When any service employee's daily shift of work is performed between the hours of 6:00 p.m. and 5:00 a.m., said employee shall receive no less than ten dollars per month (.50 daily). WV code 18A-4-8a

You must report any additions or deletions to this list as they occur.

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| _____ | _____ | _____ to _____ |
| Name | Social security # | Work schedule |

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| _____ | _____ | _____ to _____ |
| Name | Social security # | Work schedule |

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| _____ | _____ | _____ to _____ |
| Name | Social security # | Work schedule |

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| _____ | _____ | _____ to _____ |
| Name | Social security # | Work schedule |

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| Name | Social security # | Work schedule |

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| Name | Social security # | Work schedule |