

Payroll Expenditures Summary

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Required to attach the following supporting documentation:

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

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Request 4 & 4a

Nov-20 & Dec-20

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 reported on the monthly summary financial and performance status report.	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 fund?	
11/1/2020	11/30/2020	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							
12/1/2020	12/10/2020	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							
11/1/2020	11/30/2020	4,989.58	Tamar Mosley	Social Science Dept	4,000.00			4,000.00	989.58		989.58	-	4,989.58	*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					4,000.00	-	-	4,000.00	989.58	-	989.58	-	4,989.58							
12/1/2020	12/10/2020	4,989.87	Tamar Mosley	Social Science Dept	4,000.00			4,000.00	989.87		989.87	-	4,989.87	*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					4,000.00	-	-	4,000.00	989.87	-	989.87	-	4,989.87							

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11/1/2020	11/30/2020	1,562.11	Michelle Stokley	Social Science Dept	1,250.00			1,250.00	312.11		312.11	-	1,562.11	*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					1,250.00	-	-	1,250.00	312.11	-	312.11	-	1,562.11							
12/1/2020	12/10/2020	1,249.69	Michelle Stokley	Social Science Dept	1,000.00			1,000.00	249.69		249.69	-	1,249.69	*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	249.69	-	249.69	-	1,249.69							

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11/1/2020	11/30/2020	124.74	Rebecca Higginbotham	Distance Learning	100.00			100.00	24.74		24.74	-	124.74	*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	24.74	-	24.74	-	124.74							
12/1/2020	12/10/2020	124.74	Rebecca Higginbotham	Distance Learning	100.00			100.00	24.74		24.74	-	124.74	*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	24.74	-	24.74	-	124.74							
11/1/2020	11/30/2020	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							
12/1/2020	12/10/2020	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							
11/1/2020	11/30/2020	265.73	Janet Roberts	Distance Learning	212.50			212.50	53.23		53.23	-	265.73	*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					212.50	-	-	212.50	53.23	-	53.23	-	265.73							
11/1/2020	11/30/2020	311.13	Michael Clymer	Math Dept	250.00			250.00	61.13		61.13	-	311.13	*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					250.00	-	-	250.00	61.13	-	61.13	-	311.13							
11/1/2020	11/30/2020	312.11	Kelly McKee	Language & Literature Dept	250.00			250.00	62.11		62.11	-	312.11	*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	

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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 fund?	
Total					250.00	-	-	250.00	62.11	-	62.11	-	312.11							
11/1/2020	11/30/2020	312.26	Lucy Moulds	Communication & Fine Arts Dept	250.00	-	-	250.00	62.26	-	62.26	-	312.26	*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					250.00	-	-	250.00	62.26	-	62.26	-	312.26							
12/1/2020	12/10/2020	312.26	Lucy Moulds	Communication & Fine Arts Dept	250.00	-	-	250.00	62.26	-	62.26	-	312.26	*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					250.00	-	-	250.00	62.26	-	62.26	-	312.26							
11/1/2020	11/30/2020	310.78	Brandi Pickett	Wellness & Fitness Dept	250.00	-	-	250.00	60.78	-	60.78	-	310.78	*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					250.00	-	-	250.00	60.78	-	60.78	-	310.78							
11/1/2020	11/30/2020	312.25	Pamela Vayda	Science Dept	250.00	-	-	250.00	62.25	-	62.25	-	312.25	*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					250.00	-	-	250.00	62.25	-	62.25	-	312.25							
11/1/2020	11/30/2020	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							
12/1/2020	12/10/2020	750.30	Calvin Bennett	Human Resources	600.00	-	-	600.00	150.30	-	150.30	-	750.30	*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	150.30	-	150.30	-	750.30							

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11/1/2020	11/30/2020	1,102.07	Cynthia Bratu	Business Office	882.26			882.26	219.81		219.81	-	1,102.07	*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					882.26	-	-	882.26	219.81	-	219.81	-	1,102.07								
12/1/2020	12/10/2020	155.37	Cynthia Bratu	Business Office	124.38			124.38	30.99		30.99	-	155.37	*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					124.38	-	-	124.38	30.99	-	30.99	-	155.37								
Total												\$	20,231.53								