

WHITE PLAINS CITY SCHOOL DISTRICT

SALARY DOCKING FORM

This form is to be used by the location attendance reporter to notify about an employee's absence after the employee has exhausted all of his/her paid sick, personal and/or vacation time. Each time an employee is absent, this form must be emailed to humanresources@wpcsd.k12.ny.us, with a copy to payroll@wpcsd.k12.ny.us and to the employee immediately on the day of each absence.

TO: HUMAN RESOURCES

**CC: PAYROLL
EMPLOYEE**

FROM: _____ (School, Bldg., Dept.)

DATE: _____

RE: _____ (Employee Name; Position)

The above employee is absent on _____(date). This employee has exhausted all of his/her sick, personal, and/or vacation days, as of _____ (date).

_____/_____
Principal/Building Supervisor Date

FOR HUMAN RESOURCES PURPOSES ONLY:

Verified by: _____ Date: _____

FOR PAYROLL PURPOSES ONLY:

Payroll Date: _____ Hourly/Daily rate of Pay: _____

Total # of Hours/Days Docked: _____ Total Amount Docked this P/R\$ _____

Calculated by: _____ Approved by: _____