

Los Angeles Unified School District
Human Resources
REQUEST FOR NON-ROUTINE PAYMENT

Instructions: Non-Routine salary payments must be authorized in accordance with LAUSD Board of Education policy.

Please provide all the information requested. Attach sign-in records. Requesting administrator and local District Superintendent must certify by signing below. *Forward the completed form to: Certificated Placement & Assignments, Beaudry Building, 15th Floor*

REQUESTED BY:

Administrator (Name & Title) _____
Date

Location: _____ *Org unit/Loc. Code:* _____

EMPLOYEE INFORMATION

Name: _____ *Pers ID/Emp No.:* _____

Dates worked prior to eligibility: From _____ *To* _____ *SS#:* _____

Total Days Worked: _____ *YRS/Track* _____ *Schedule:* _____

Total Hours Worked: _____ *Job Code/Class Code:* _____ *Estimated Rate:* _____

Status: _____ *Fund/Appr:* _____ *Est. Pay:* _____

Who authorized this person to work before eligible? Please explain:

Signature of Administrator *Title* _____
Date

Signature District Superintendent _____
Date

This section is to be completed by Certificated Placement & Assignments Section

An Assignment action cannot be processed because of the following;

- () Worked prior to Employment Processing – Date Processed _____
- () Worked prior to Health/TB Clearance – Date Cleared _____
- () Worked prior to Fingerprint Clearance - Date Cleared _____
- () Did not have employment eligibility to work _____
- () Was not eligible to work because _____

This section completed by: _____ Date: _____

This section to be completed by Human Resources/Personnel Commission

Approved for Payment [] NOT Approved for Payment [] _____

Authorized Signature: _____ Date: _____

Total Number of Hours Worked: _____ Correct Hourly Rate: _____ Hourly Rate Paid: _____

