

McKinney Independent School District
Computer Payroll Change Request

Date

Munis/Employee ID (MANDATORY)

Pay Type
(Select from list below)

Name of Employee

Explanation:

- 916 – UIL
- 200/205 – Overtime
- 802 – Homebound instruction
- 788 – Detention
- 874 – Thur., Fri., Sat. school
- 774 – Curriculum Development
- 912 – Training
- 914 – Tutoring
- 780 – Extra Duty

Amount Paid	Hourly/Flat Rate	# of Hours	# of Days	Date	Account Code (MANDATORY)
\$ _____	\$ _____	_____ / _____	_____ / _____	_____ / _____	_____
\$ _____	\$ _____	_____ / _____	_____ / _____	_____ / _____	_____
\$ _____	\$ _____	_____ / _____	_____ / _____	_____ / _____	_____
\$ _____	\$ _____	_____ / _____	_____ / _____	_____ / _____	_____
\$ _____	\$ _____	_____ / _____	_____ / _____	_____ / _____	_____
\$ _____	\$ _____	_____ / _____	_____ / _____	_____ / _____	_____

<p>MANDATORY TOTAL to be Paid \$ _____</p>
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<p>MANDATORY TOTAL Hours / Days _____ / _____</p>

Employee Signature _____

Requested by _____ Campus: _____ Approved by _____

*****Please refer to the pay schedule for the time frame of anticipated payroll adjustment*****