



Pay Period _____ (for Payroll Entry Only)

West Linn-Wilsonville School District 3JT

BUSINESS OFFICE
22210 SW Stafford Rd., Tualatin, OR 97062
Payroll Department: pr-ben@wlwv.k12.or.us

Non District PAY CARD

Legal Name: _____ Employee ID: _____

Building/Worksite: _____ Licensed Classified Other

***This Pay Card is only for non-contracted and casual hires.** All contracted employees MUST use Time & Attendance.
Please note: In order to be paid, you must complete your new hire on-boarding. Please call HR to verify 503-673-7004

<u>\$42 per hour</u>	<u>\$27 per hour</u>	<u>Other Hourly Rate</u>	<u>Flat Rate</u>
<input type="checkbox"/> World Language	<input type="checkbox"/> Rosetta Stone	<input type="checkbox"/> Previous Contracted Rate	<input type="checkbox"/> \$ _____
<input type="checkbox"/> Translating	<input type="checkbox"/> Activity Pay	OR	*Enter amount above
<input type="checkbox"/> Dept. of Teaching & Learning	<input type="checkbox"/> Enrichment	<input type="checkbox"/> \$ _____ per hour	
	<input type="checkbox"/> Athletics (Not EDC)	*Enter amount above	

(REQUIRED) Description of Duty Performed: _____

**Substitute for (First and last name): _____

<u>Date(s)</u>	<u>Hour(s)</u>	<u>ACCOUNT:</u> _____ (For Payroll Use Only)
_____	_____	<u>Outside Billing:</u> _____ <u>PR Initial – A copy to Accounting:</u> _____ <u>Date:</u> _____
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Employee Signature _____ **Date** _____

Phone Number* _____ Email address* _____

TOTAL HOUR _____ Address _____ City _____ State _____ Zip _____

*****Attach separate sheet of paper for extra dates**

****Change address at <https://hr.wlvv.k12.or.us/change-address.html>

Supervisor Signature: _____ Date: _____

District Office Administrator Signature: _____ Date: _____