

Pastoral Center Payroll Processing

Payroll Exceptions for Exempt Employees

Name of Employee: _____

Site: _____

Pay Period: _____ (See pay cycle chart)

Leave hours taken during pay period

Sick: _____

Vacation: _____

Administrative: _____
(Used for bereavement or jury duty)

Additional Earnings:

Bonus: _____

One Time Stipend: _____

Special Event: _____

Supervisor Signature: _____ Date: _____

EMAIL to payroll@ptdiocese.org