



WHITEHALL CENTRAL SCHOOL

CLAIM FORM PROCEDURE

Dear Employee,

In an effort to ensure that anyone submitting a Claim Form is paid in a timely manner, please follow the procedure below when submitting Claim Forms:

1. Fill in all required information – including name, address, dates of activity, hours of activity (if applicable), and pay rate (if known).
2. Print your name, sign, and date, the Claim Form.
3. Return the Claim Form to your supervisor for signature (**CLAIM FORMS SHOULD NOT BE BROUGHT TO THE BUSINESS OFFICE WITHOUT SUPERVISOR SIGNATURES**).
4. After Claim Forms have been signed by the supervisor, they will then be sent to the Business Office where they will be processed for pay.

PLEASE SEE THE PAYROLL SCHEDULE FOR CLAIM FORM

SUBMISSION DATES.

If you have any questions or need any further information, please contact me at extension 2025.

Thank you,

Heather McGee