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