

Gameworkers Payment Processing Procedures

What you'll need:

1. Gameworkers/Intramural Request Form
2. Gameworker Voucher or Time sheets as evidence that time has been worked
3. Proof of Board Approval Attached

What to do:

1. *After the work is performed (Athletic Department):*

- a. If the additional work is Gameworker pay, the school's Athletic Department will :
 - i. Complete the Gameworker/Individual Pay Request Form and attach all evidence of pay.
 - The school/department should complete the Gameworkers/Intramural Request Form to include:
 - Event Name
 - Date Board Approved
 - Names of the employees who performed work at the Games
 - Actual hours worked
 - Hourly or Game Rate of pay
 - Principal or Athletic Director Approval (No approval will be returned to the Athletic Department)
 - ii. Submit Check from Internal Account to "Finance/Deposits" in Business Services with a ***COPY*** of the Gameworker Individual Pay Request Form
 - i. This check will be deposited in your schools Gameworker Account.
 - iii. Gameworker/Individual Pay Request Form should be submitted for payment processing through PAYROLL with the attached support to the following email: stipends@stlucieschools.org
 - i. Processing will occur in accordance with the attached payroll processing schedule.