

Game Worker Stipend Payment Procedures

Game Worker vouchers are all through Microsoft Forms using a link or QR code which will generate an excel document for submitting for payment. (please contact stipends@stlucieschools.org for access)

After the work is performed (Athletic Department):

The school/department should complete the current school year's Game Worker Stipend Form:

- Event Name
- Dates Worked
- Submitted by
- School/Dept
- Last Name
- First Name
- Employee ID number
- Work Performed
- Dates Worked
- # of hours or # of Games worked
- Hourly or Game Rate
- Principal/Athletic Director Signature, Printed Name, and Date
- Cost Strip

Submit the Excel Document Generated from Microsoft Forms for game worker vouchers. (If someone has turned in the paper voucher, please add the information to the excel document.)

Submit Check from Internal Account to "Finance/Deposits" in Business Services with a *COPY* of the Game Worker Stipend Request Form

- This check will be deposited in your schools Game Worker Account.

Game Worker Stipend should be submitted for payment processing through PAYROLL with the attached support to the following email: stipends@stlucieschools.org

Processing will occur in accordance with the attached payroll stipend schedule