

PERSONNEL COMMISSION

CLASSIFIED EMPLOYMENT SERVICES, BEAUDRY BUILDING, 12TH FLOOR
Office Number: (213) 241-6300 Fax Number: (213) 241-6808

NON-ROUTINE PAYMENT REQUEST FOR AN ILLEGAL ASSIGNMENT

Instructions: When an illegal assignment has occurred and it becomes necessary to pay salary to someone, an assignment action cannot be processed under the Education Code Provisions. It must be processed through the Non-Routine payment procedure authorized in accordance with Board of Education policy. Please provide all the information requested, attach **sign-in records**, and have the administrator certify by signing below. Forward the completed form to the Personnel Commission, Beaudry Building 12th Floor. Attn: Classified Employment Services

Requested By: _____ Title: _____ Date: _____
Location: _____ Loc. Code: _____ ESC: _____

EMPLOYEE INFORMATION

Name: _____ Employee #: _____
Class Title of Position Worked: _____ Class Code: _____
Work Location: _____ Location Code: _____
Beginning Date of Assignment: _____ Ending Date of Assignment: _____
Total Hours Worked: _____ Funding Line: -
Fund/Appr: --

Who authorized this person to work: _____

Provide explanation:

Signature of Administrator _____ Title: _____ Date: _____
Print Name: _____

THIS SECTION TO BE COMPLETED BY THE PERSONNEL COMMISSION

Total hours worked: _____ Hrly Rate Paid: \$ _____ Correct Hrly Rate: \$ _____
Gross Total Payment owed: _____

This section completed by: _____ Coordinator/HR Officer approval:

