



MEMORANDUM

TO: ExCEL After School Site Coordinators

From: Yashica Crawford-ExCEL Program Manager and ExCEL District Coordinators.

SUBJECT: SFUSD Green Payment form

To ensure that your greens are completed correctly and that staff are paid on time, please complete greens correctly.

The following steps **MUST** be followed.

- Use the *Extended Hour Green Sheet* from the ExCEL Website under forms in the Budget & Contract section:
<http://www.healthiersf.org/ExCELAfterschool/Resources/forms.html>
- Green forms are due to 20 Cook Street **by the 15th of the month**. Please send in attention to your ExCEL District Coordinator. **We cannot guarantee that teachers will be paid if greens are late.**
- Fill out name, employee ID, employee address and location of services (your school site) on form.
- It is not necessary to fill out the Approved Earnings Code or Resolution/Authorization Number on form.
- Employee and Administrator's signatures are **required**.
- In the Dates of Service/Time Served box- identify hours worked next to each day of service and calculate the total hours worked at the bottom of the box.
- Calculate the Stipend Amount: hours worked x \$29.27 and enter on appropriate line.
- Photocopy the completed Certificated Time Report on the back of the green or attach a copy to the green. This is required.
- Greens Form must be on green paper.**
- Teachers cannot work more than **3 hours** per day.

- No Holidays,
- No Saturdays, unless previously approved by ExCEL.
- **NOT ACCEPTABLE:**
 - *White-out or crossed out figures will not be accepted.*
 - *Incorrect greens will be returned back to school sites and teachers will not be paid until next pay period.*

Please call your ExCEL Coordinator at 750-4500, with any questions.

Thank you!