

Filling Out the Petaluma City Schools Pay Claim Form

TIPS

- ◆ Don't stress about employee #, budget code, or hourly rate — your site can fill them in
- ◆ Track your hours daily so you're not guessing
- ◆ Ask your admin when claims are due
- ◆ You can always ask for help — it's better to submit it right the first time

Step One:

[Click here](#) to fill out the form or scan barcode to add the form to your device



Click on Start Filling (Blue Link)

Claim For Salary or Wages For Part-Time Personnel

 PETALUMA CITY SCHOOLS

CLAIM FOR SALARY OR WAGES FOR PART-TIME PERSONNEL

Print Name _____ Employee # _____ For week ending : _____, 20__
Position: _____ Rate of Pay \$ _____ per hour/day

	Date Worked	Site	Reason	Assignment	Start Time	End Time	Total Hrs/Day	Budget #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

[Start Filling →](#)

Step Two:

Fill out Name, Email, and Classification

Note: Classification

Certificated (e.g., Teacher)

Classified (e.g., Office Staff, Aide)

Name *

Test Employee

Email *

testemploye@petk12.org

example@example.com

Please Select

Classified

✓ Certified

Step Three:

1. Fill out Employee #.

Note: If you do not know your employee number, please leave it blank, and it will be filled in by the Site or Department reviewer. It may be a good idea to learn your employee #

Employee #

12345

2. Fill out the week ending day/month (Ex. 07/18)

For week ending: *

07/18

3. Fill out the last two digits of the calendar year. (ex. 25 for the year 2025)

20 *

25

Year

4. Fill out your position title (e.g., Teacher, Instructional Aide)

Position

Teacher

Step Four:

Select your Site or Department

Site *

Casa Grande High

Step Five:

Fill out the detailed hours worked in the form table.

Example:

Date Worked	Site	Reason	Assignment
7/7/25	Casa Grande High		Summer School Teacher

Note: If you do not know the budget code, please leave it blank, and the site or department reviewer will enter it.

Start Time	End Time	Total Hrs/Day	Budget #
7:30	3:30	8	

Step Six:

1. Fill out Gross Total Hours/Days (Ex. 5 days @ 8 Hours would be 40 hours)

Gross Total HRS/DAYS *

Total hours claimed

2. Fill out your hourly rate.

Note: If you do not know the hourly rate, please leave it blank, and the site or department reviewer will enter it.

Hourly Rate

Multiply hourly rate by total hours. If you do not know your hourly rate please leave blank.

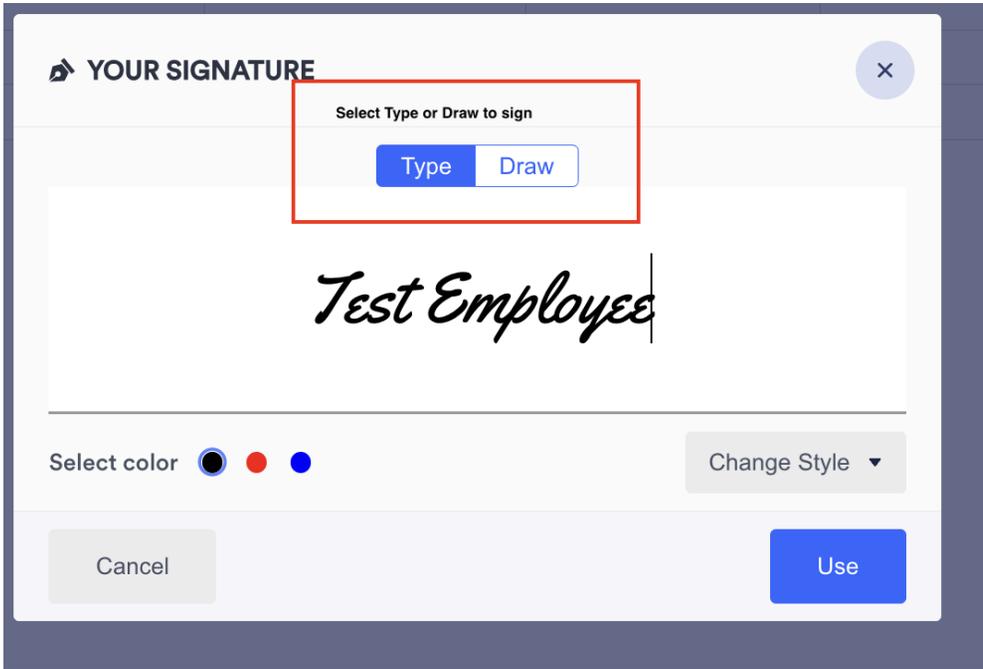
3. Fill out Gross Salary Earned (Sum of all hours worked at applicable pay rates.

GROSS SALARY EARNED (Sum of All Hours Worked at Applicable Pay Rates)

Claim total (Sum of All Hours Worked at Applicable Pay Rates)

Step Seven:

You can type or sign your name when signing the form. Once you sign click on the blue "Use" button.



Click Submit to submit your form

Employee Signature *Test Employee*^{*} Employee Signature (Click on TYPE to type in signature)

Signature

Submit