Yolo County
OFFICE OF EDUCATION

CONTRACT PAYOFF WORKSHEET
CLASSIFIED EMPLOYEE

TO:	BMAS	TO:	
FROM:		FROM:	BMAS
DISTRICT:		DATE:	
DATE:			

Employee Name: _____   Position: _____
SSN: _____   Start date: _____ End Date: _____

District: Please enter data in the shaded boxes below

Payment Record: Include only those payment for creditable service in the current year.
Do NOT include retroactive pay for a prior year; non-creditable stipends, bonuses, overtime; or extra duty pay

Payment Record / Days Paid and Payable

Month	Contracted Pay	Work Days	Holidays	*Vacation
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
Totals				

Monthly Salary

Total Payable Days

Hours per Day

Hourly Rate

Total Salary Earned

Final Payment

* *

To be completed by BMAS

Coding for Contract Payoff Line(s)

AC-P-C	Month(s)	Ret. Base	Earnings	
				Creditable
				Creditable
				Non-Creditable

* Vacation days are creditable for less-than-full-time employees only | Pay Schedule

Form #PR016
Revised: 7/16
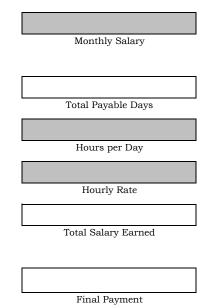G:\BMAS District Forms & Procedures\PR Forms\Contract Payoff Worksheet - Classified Employee - PR016