

Facilitron-Supervisor and Custodial Payments

FY25 Current rates: Custodian- \$52.02 Supervisor- \$55.74

1. Facilitron Misc Pay Forms and time sheets are pre-labeled and no other payment requests should be included on these forms.
2. It is encouraged to use green paper for Facilitron time sheets and the Facilitron Excel Pay Form.
3. All events and people should be included on one form at the end of each month.
4. Attach all time sheets for those listed on the Excel form.
5. No check should be submitted with this packet.
6. All packets should be submitted to Payroll by the 5th to be paid by the 15th. Please email the excel sheet to Jamie Coleman once you send hard copies in courier.

*SRO payments are issued directly from the school. They will submit a Casual Labor Contract time sheet to you, just as they would for other events.

*Steve Atha balances Facilitron and transfers the school's portion back to the school each month. The funds that you receive back will offset the SRO and any other payments that you may have issued checks for.