

**SALARY INVOICE
TEMPORARY EMPLOYEE**

JD-ES-74 Rev. 2-16

FOR OFFICE USE ONLY

**FOR SERVICES RENDERED TO THE
STATE OF CONNECTICUT JUDICIAL BRANCH**

INSTRUCTIONS TO TEMPORARY EMPLOYEE:

Prepare in duplicate - send originals to:

JUDICIAL PAYROLL
90 WASHINGTON STREET
4TH FLOOR
HARTFORD, CT 06106

REGULATIONS FOR TEMPORARY EMPLOYEES

1. Approval must be secured in advance of assignment of temporary employee. Where applicable, termination of employment dates on JD-ES-9 (Temporary Employee - Employment Notification) will be strictly enforced. Secure extensions before deadlines.
2. Hourly rates must be approved in advance and must be in accordance with the department's fee schedule.
3. Temporary employees are paid only for actual attendance at work; no credits are earned for sick or vacation time off.
4. Temporary employees will record daily attendance on this form, indicating the number of hours worked per day.
5. This is the only acceptable form for payment of temporary services and must be submitted in accordance with a predetermined schedule.
6. Temporary employee must certify the accuracy of his/her report.
7. Appointed authority, Department Head or Supervisor is responsible for personally attesting to the attendance of the temporary employee.

SEND TO: Judicial Payroll, 90 Washington St., 4th Floor, Hartford CT 06106 Fax: 860-706-5094

Employee name

Employee home/mailing address

Agency

Agency address

Employee payroll number		Employee job title							
Services rendered for payroll dates									
From:		To:							
	Time Worked	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	TOTAL
Week 1	Date								
	Hours								
Week 2	Date								
	Hours								
									TOTAL HOURS
									HOURLY RATE
									TOTAL AMOUNT DUE

Employee's Certification

The above claim is correct and has not been previously paid.

Signed (Employee)	Date signed
Signed (Supervisor)	Date signed