



Greater Opportunities of The Permian Basin Inc.
Head Start School Readiness Academy

P.O. Box 3922
 Odessa, Texas 79760
 Office (432) 337-1352
 Fax (432) 333-3373

Payroll Checklist for Pay Period Ending _____
Center: _____

Employee Timesheets

Employee Name	√	Absent Reports (Y/N)	Employee Name	√	Absent Reports

Substitute Timesheets

Substitute Name	√	Substitute Name	√

Send W4 for current year on all new subs.

Attendance Sheet

Pay Period	Previous Month	Current Month
Ending 15 th		
Ending 30 th /31 st		

Other Documents

Supervisor: _____

Payroll: _____