



Greater Seattle Volleyball
Officials

End of Season Paysheet Verification Process

The following process will be used to issue end of season payments to GSVO members.

1. Assignor will send an email (example below) to each official after the final district playoff match concludes instructing officials to review all matches on ArbiterSports. Officials are to verify their paysheet for the completed season and report any discrepancies to the Assignor.
2. Each official then responds to the Assignor within 7 days from the receipt of this email approving their paysheet to begin the processing of payment.
3. Official should also indicate when they would like to receive their payment – in the current calendar year, or after the first of the year. If official does not respond within the 7 days, their payment will be processed in the current calendar year, funds permitting.
4. The Assignor reviews all matches for correctness.
5. The Assignor submits paysheets for each official to the Treasurer for payment. The paysheet includes match fees, mileage, and all deductions.
6. Treasure will remit payment as funds become available. Funds come from the schools and leagues.
7. Questions on payments and paysheets may be addressed to the Board.



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Email Example:

It is time to start verifying your paysheet. Pasted below are the detailed instructions for verifying your paysheet:

On the main screen, click on the tab, "PAYMENTS", then under the sub-tab, click on the tab, "PAYSHEETS". Then check the box for the latest paysheet and click "PRINT PAYSHEETS". Click on "DATE", check off "ADD & DEDUCT DETAIL" and "SITE" then press "PRINT". Your paysheet will then appear. At the bottom of your paysheet will show all your deductions/additions if any.

Once you have reviewed your paysheet, please email me at assignor@gsvo.org indicating the specific amount on your paysheet is correct. Also, please indicate if you would like payment in 20__ or January 20__.

Example: *I have reviewed my paysheet and the amount of \$999.99 is correct. I would like payment in 20__.*

If there are any questions and/or discrepancies, please email your concerns/questions to me at assignor@gsvo.org. As mentioned at the previous meeting, you will be paid in the order emails are received. Additionally, payment is dependent upon payments received from the schools.

If you have already sent me an email regarding your paysheet, you will need to send me another email as you will be paid in the order emails are now received.

Additionally, if you would like a copy, please print one from ArbiterSports. Please make sure your address is correct in ArbiterSports to ensure there is no delay in receiving your check.

If I do not receive an email from you by Sunday, November __, 20__, I will assume your paysheet is correct and you will be paid in 20__ (funds permitting).

With regard to winter/spring leagues, I will be sending out an email in late January 20__ with information and specifics. Thank you.