



# 2022 SUMMER SCHOOL

## CERTIFIED STAFF TIME RECORD

Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

**Directions:**

1. *This time record is to be used for **CERTIFIED** summer school staff only.*
2. *Certified staff must sign in, sign out and indicate total number of hours for each day worked.*
3. *Teachers pay rate is \$30 per hour of **instructional time only**.*
4. **TIME RECORDS ARE DUE IN PAYROLL BY THE DEADLINES POSTED FOR EACH PAYROLL.**
5. **INCOMPLETE AND/OR LATE TIME RECORDS WILL RESULT IN DELAIED PROCESSING.**

SUMMER PAYROLL #2			
PAY PERIOD JUNE 21 – JUNE 30, 2022			
Time records are due in Payroll by noon <b><u>June 30th.</u></b>			
Pay day is July 7th.			
Date	Start Time	End Time	# of Hours Worked
June 21			
June 22			
June 23			
<b>June 24</b>			
June 27			
June 28			
June 29			
June 30			

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

Total Hours \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Account Code \_\_\_\_\_