



2022 SUMMER SCHOOL

NON-CERTIFIED STAFF TIME RECORD

Employee Last Name _____ First Name _____

School _____ Position _____

Directions:

1. *This time record is to be used for **NON-CERTIFIED** summer school staff only.*
2. *Non-certified staff must sign in, sign out and indicate total number of hours for each day worked.*
3. *Non-certified staff will be paid the **hourly rate** according to the position assigned.*
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 <u>June 30th.</u>			
Pay day is July 7th.			
Date	Start Time	End Time	# of Hours Worked
June 21			
June 22			
June 23			
June 24			
June 27			
June 28			
June 29			
June 30			

Employee Signature

Date

Administrator Signature

Date

Total Hours _____ @ \$ _____ = \$ _____

Account Code _____