



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 #1 PAY PERIOD JUNE 6 – JUNE 16, 2021 <i>Time records are due in Payroll by noon <u>June 16th.</u></i> <i>Pay day is June 23rd.</i>			
Date	Start Time	End Time	# of Hours Worked
June 6			
June 7			
June 8			
June 9			
June 13			
June 14			
June 15			
June 16			

Employee Signature

Date

Administrator Signature

Date

Total Hours _____ @ \$ _____ = \$ _____
Account Code _____