



# 2021 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 – JULY 1, 2021 <i>Time records are due in Payroll by noon <u>July 2nd.</u></i> <i>Pay day is July 6th .</i>			
Date	Start Time	End Time	# of Hours Worked
June 21			
June 22			
June 23			
June 24			
June 28			
June 29			
June 30			
July 1			

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

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

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

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

**FOR OFFICE USE ONLY**

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

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