



2020 SUMMER SCHOOL

AFTERSCHOOL SITE MANAGER TIME RECORD

Employee Last Name _____ First Name _____
 School _____ Position _____

Directions:

1. This time record is to be used for AFTERSCHOOL SITE MANAGERS only.
2. Staff must sign in, sign out and indicate the total number of hours for each day worked.
3. Site Managers pay rate is \$25.00 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 16 – JULY 2, 2020				
Time records are due in Payroll by <u>12:00 noon July 2nd</u>				
Pay day is July 8 th .				
Date	Start Time	End Time	# of Hours Worked	Type of Work Done
June 16				
June 17				
June 18				
June 22				
June 23				
June 24				
June 25				
June 29				
June 30				
July 1				
July 2				

 Employee Signature

 Date

 Administrator's Signature

 Date

FOR OFFICE USE ONLY

Total Hours _____ @ \$ _____ = \$ _____

Account Code _____