



2021 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.
2. Teachers must sign in, sign out and indicate the total number of hours for each day worked.
3. Teachers 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 21 – JULY 1, 2021 <i>Time records are due in Payroll by 12:00 noon July 2nd</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's Signature _____
Date

FOR OFFICE USE ONLY

Total Hours _____ @ \$ _____ = \$ _____

Account Code _____