



# 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 #1 PAY PERIOD JUNE 8 – JUNE 15, 2020 TIME RECORDS ARE DUE IN PAYROLL BY NOON JUNE 16TH. PAY DAY IS JUNE 19TH .				
Date	Start Time	End Time	# of Hours Worked	Type of work done
June 8				
June 9				
June 10				
June 11				
June 15				

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

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

\_\_\_\_\_  
*Administrator's Signature*

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

### FOR OFFICE USE ONLY

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

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