



2020 SUMMER SCHOOL

AFTERSCHOOL STAFF TIME RECORD

Employee Last Name _____ First Name _____

School _____ Position _____

Directions:

1. This time record is to be used for AFTERSCHOOL summer school staff only.
2. Staff must sign in, sign out and indicate the total number of hours for each day worked.
3. Teachers pay rate is \$20.00 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 _____