



2021 SUMMER SESSION II

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, Monday-Thursday 8 am -12 noon.
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 --JULY 12-29, 2021			
Time records are due in Payroll by <u>12:00 noon July 28th</u>			
Pay day is July 30 th .			
Date	Start Time	End Time	# of Hours Worked
July 12			
July 13			
July 14			
July 15			
July 19			
July 20			
July 21			
July 22			
July 26			
July 27			
July 28			
July 29			

Employee Signature

Date

Administrator's Signature

Date

FOR OFFICE USE ONLY

Total Hours _____ @ \$ _____ = \$ _____

Account Code _____