

CERTIFICATE HOME TEACHING TIMESHEET

EMPLOYEE NAME _____ ID # _____

STUDENT'S SCHOOL/GRADE _____ MONTH/YEAR _____

STUDENT INITIALS _____ (separate timesheet per student)

DEADLINES Period of 1st – 10th and Period of 11th – 31st each due in the Payroll Office by 5:00 pm next business day

DATE	TIME IN	TIME OUT	PREP	TOTAL HRS	COMMENTS
(Please do not include any					

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EmployeeSignature Date

Department/SiteSignature(if applicable) Date

Business Services Signature Date

Account Code(FNDOBJTRESGOALFUNCLGCMG-YCOST)

PAYROLL USE ONLY

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GRANDTOTAL_____
PAID