

Independent Study Teacher's Time Sheet

Time Reporting for Independent Study Program

SECTION I: Employee Completes

* Complete Section I (Items 1-9) in ink.
* Submit time sheet to Independent Study Supervisor the first day after the month ends.

1. Last Name 2. First Name 3. MI 4. Employee ID #

5. Month 6. Year

7. Time Worked (# of hours)

DAY	Preparation Time	Filing	Staff Meeting	Summary of Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Summary				

8. Total

9. I certify that this time report is accurate.

Employee Signature Date

SECTION III: Payroll Department Completes

Hours	Pay Rate
€€€€.€€	€€€€.€€

SECTION II: Supervisor/Program Manager Completes

10. Account code
01-0000-135-056-1116-1110-1013-000

11. Rate

€

\$26.34

€

\$36.70 Home Hospital

COMMENTS:

10. I certify that the time reported and account codes are correct.

Supervisor/Budget Manager Signature Date

1. Enter name as submitted to BUSD when hired.
2. For the most security, use your Employee ID# (which can be found on your pay stub).
3. Enter month and year services were performed.
4. Enter hours worked by day for prep time, filing or staff meeting.
5. Sum daily hours.
6. Total time sheet and sign.
7. Time Sheet must be approved by Supervisor or Budget Manager before submitting to Payroll.