Summer School 2016
Summer School Payroll

Time Sheet collection date for all staff	Payroll Period	# of Days Paid	Pay Date
Tuesday, July 12 *	Tuesday, July 5 - Friday, July 8 Plus teacher set up day	5 Days	Friday, July 22
Tuesday, July 26 *	Monday, July 11 – Friday, July 22	10 Days	Friday, August 5
Tuesday, August 9 *	Monday, July 25 – Friday, August 5	10 Days	Friday, August 19
Tuesday, August 23 *	Monday, August 8 – Friday, August 12	5 Days	Friday, Sept 2

* <u>BEFORE NOON</u>

PLEASE MAKE SURE TIME SHEETS ARE COMPLETE

1. <u>Please fill out time sheets in</u> **INK**
2. **Complete <u>Proper</u> Name**
3. **Employee ID Numbers** (Listed on File Label)
4. **Dates & Hours worked (See time increment breakdown at bottom of time sheet)**
   Start
   Finish
   Total Each Day
5. **Total of Pay Period Hours**
6. **Rate** (Listed on File Label)
7. **Account**
8. **Total**

5/6/2016