

Summer School 2014

Summer School Payroll

Time Sheet collection date for all staff	Payroll Period	# of Days Paid	Pay Date
Tuesday, July 15 *	Monday, June 23 - McKinley & Monday, June 30 - Stratfield Wednesday, July 2 - FWHS (Set-up day) Monday, July 7 - Friday, July 11 (Includes teacher set-up day)	6 Days	Friday, July 25
Tuesday, July 29 *	Monday, July 14 - Friday, July 25	10 Days	Friday, August 8
Tuesday, August 12 *	Monday, July 28 - Friday, August 8	10 Days	Friday, August 22
Tuesday, August 26 *	Monday, August 11 - Friday, August 15	5 Days	Friday, Sept 5

* **BEFORE NOON**

PLEASE MAKE SURE TIME SHEETS ARE COMPLETE

1. Please fill out time sheets in INK
2. Complete Proper 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**