

## Payroll Sheet for Summer Work - 2009

Name: \_\_\_\_\_ Empl # \_\_\_\_\_ School: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Instructions: Once project is finalized, complete this form and send it to the Curriculum or Special Ed Office for administrator signature.**

Indicate below the dates on which you worked and the amount of service rendered. **NOTE: For any service rendered less than a full day, record it in fractions using only .25, .50, .75.** A full day is recorded as 1.0

	MON	TUES	WED	THU	FRI	MON	TUES	WED	THU	FRI	
<b>Date</b>											<b>Total Days*</b>
<b>Portion of day worked</b>											

**\*IMPORTANT NOTE TO TEACHER ASSISTANTS: PLEASE REPORT HOURS WORKED ONLY**

**Time sheets received in the payroll office by this date:**

July 6, 2009  
July 20, 2009  
August 3, 2009  
August 17, 2009  
August 31, 2009

**Will be paid on:**

July 17, 2009  
July 31, 2009  
August 14, 2009  
August 28, 2009  
September 11, 2009

*I certify that I have provided program services based on the above provided information during the period covered above.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

PROJECT TITLE	PAY CODE	ACCOUNT CODE CIRCLE CODE TO USE
Staff Development-Title I	250	F052110-1500
Title IIA-Math, Science, Tech	940	F102110-1500
Title IIA-ELA, Social Studies	940	F102110-1500
Title IIA-New/Experienced Teacher days	220	F102110-1500
Curriculum Writing	940	722070-1813
Summer Reading Program K-6	960	002250-1815
Summer Math Program K-6	965	002110-1820
9-12 English Summer Institute	963	002110-1825
7-8 English Summer Institute	963	002110-1825
IHS ELA/Global Intervention Institute	963	002110-1825
8-10 Summer Math Institute	965	002110-1820
SBP School-Based Planning	950	002060-1814
Earth Science Summer Program	964	002250-1308