



College and Career Advantage Certificated Payroll Time Sheet

Name _____ Month _____

Time Sheet due by the 5th of the month following date worked.

Hours must be pre-approved and submitted within 30 days of the work performed.

Instructions:

1. Only one (1) Month per Time Sheet; must use “Substitute Time Sheet” for Substitute Hours.
2. Before working extra hours, email your coach/supervisor to request and receive written approval.
3. Fill out and sign this time sheet with the approved extra hours worked.
4. Submit completed time sheet with copy/proof of approval to your coach/supervisor.
(Non-approved hours, late submission, and/or incomplete time sheets will be returned and/or denied)

Date	Assignment Description	Hours		Payroll Use Only
		Instruction (with student)	Non Instruction (non-student)	
Total Hours				

Payroll Use Only

15mins=0.25hr | 30mins=0.5hr | 45mins=0.75hr

Employee’s Signature Date

Supervisor’s Signature Date

Executive Director’s Signature Date