



School District of the City of Pontiac
COMPENSATION RECORD

EMPLOYEE: _____ BUILDING: _____

PAY PERIOD: from _____ to _____ SUB?: YES (also check off position)

- POSITION:
- BILINGUAL TUTOR TEACHER ASST BLDG HELPER C\C READINESS TUTOR SECRETARY POLICE AUTH OFFICER
 - INSTRUCTIONAL COACH RDG/MTH INTERVENTION SPECIALIST ALTERNATIVE ED TEACHER/COUNSELOR
 - PE COORDINATOR PE ACADEMIC SUPPORT PE TUTOR
 - T1 EVENT TRANSLATOR PROGRAM SPECIALISTS/LIAISONS

WEEK 1

						ONLY USE THIS COLUMN IF YOU ARE ABSENT OR ARE A SUB
DAY	DATE	TIME IN	LUNCH*	TIME OUT	HOURS	REASON FOR ABSENCE <u>OR</u> SUBBING FOR
M			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
T			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
W			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
TH			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
F			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
S			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			

WEEK 1 SUBTOTAL

	<- MAKE SURE IT ADDS UP
--	-------------------------

WEEK 2

DAY	DATE	TIME IN	LUNCH*	TIME OUT	HOURS	REASON FOR ABSENCE <u>OR</u> SUBBING FOR
M			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
T			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
W			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
TH			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
F			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			
S			<input type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN			

WEEK 2 SUBTOTAL

	<- MAKE SURE IT ADDS UP
--	-------------------------

*LUNCH:

NON-UNION = MIN. OF UNPAID 15/30 MINUTES FOR EVERY 4HRS/6HRS

TEACHER ASSISTANT = MIN. OF UNPAID 30 MINUTES

PAO = PAID 30 MINUTES

TOTAL

	<- ADD BOTH WEEKS
--	-------------------

EX	XX/XX/XXXX	9:11 AM	<input checked="" type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN	4:41PM	7	< EXAMPLE WITH UNPAID LUNCH
EX	XX/XX/XXXX	8:00AM	<input checked="" type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN	2:30PM	6	< EXAMPLE WITH UNPAID LUNCH
EX	XX/XX/XXXX	7:15AM	<input checked="" type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN	3:15PM	8	< EXAMPLE WITH PAID LUNCH
EX	XX/XX/XXXX	8:00AM	<input checked="" type="checkbox"/> 15MIN <input type="checkbox"/> 30MIN <input type="checkbox"/> 60MIN	4:00PM	8	< EXAMPLE WITH PAID LUNCH

Signed By: _____
Employee Signature

Date: _____

Signed By: _____
Supervisor Signature

Date: _____

INSTRUCTIONS

- FILL OUT COMPLETELY
- IF SUBSTITUTE, ALSO COMPLETE FAR RIGHT COLUMN
- MAKE SURE YOUR TIME AND HOURS ADD UP (**NO ROUNDING**)
- MUST** BE SIGNED BY EMPLOYEE AND DIRECT SUPERVISOR (SUPERVISOR'S SIGNATURE CONFIRMS REVIEW FOR ACCURACY/VERIFICATION OF HRS)

ABSENCE CODES (POSITIVE PAY)

- Illness - SICKU
- Vacation - VACAU
- Jury Duty - JURYU
- Paid Holiday - HOLPA
- Personal - PERSU

COMPENSATION RECORDS MUST BE SIGNED BY EMPLOYEE AND DIRECT SUPERVISOR