



Elementary Prep Time Verification Timesheet

Teacher Name: _____

Elementary Building: _____

Please complete the information below and send to Bruce Moeller, Payroll Specialist, in the District Office. Only include a **maximum** of seven (7) hours. NOTE: Please turn in this form within 30 days of being completed. Do not wait until the end of the school year to turn in for payment unless applicable.

Date	Time
	7 hours

Signature

Date

Principal Signature

Date

All payroll activity must be verified by the signature of a building principal. Payment for the seven hours of elementary prep time will be made when the form is submitted to payroll (Bruce M in the District Office).