

Class Coverage Time Sheet – Prep Period Coverage

Name of Employee _____ ID #: _____

From _____ /16/ _____ To _____ /15/ _____
 month year month year Site

Signed: _____ Approved: _____
 Employee (submit to supervisor no later than 16th) Supervisor (submit to H.R. no later than 17th)

| A ÷ B = C | | | | A ÷ B = C | | | | A ÷ B = C | | | | | | |
|-----------|-----------------|----------------------------|-----------|----------------------------|------|-----------------|----------------------------|-----------|----------------------------|------|-----------------|----------------------------|-----------|----------------------------|
| Date | Minutes Covered | Length of Period (Minutes) | % Covered | Amt. Pd. (Office Use Only) | Date | Minutes Covered | Length of Period (Minutes) | % Covered | Amt. Pd. (Office Use Only) | Date | Minutes Covered | Length of Period (Minutes) | % Covered | Amt. Pd. (Office Use Only) |
| 16 | | | | | 27 | | | | | 7 | | | | |
| 17 | | | | | 28 | | | | | 8 | | | | |
| 18 | | | | | 29 | | | | | 9 | | | | |
| 19 | | | | | 30 | | | | | 10 | | | | |
| 20 | | | | | 31 | | | | | 11 | | | | |
| 21 | | | | | 1 | | | | | 12 | | | | |
| 22 | | | | | 2 | | | | | 13 | | | | |
| 23 | | | | | 3 | | | | | 14 | | | | |
| 24 | | | | | 4 | | | | | 15 | | | | |
| 25 | | | | | 5 | | | | | | | | | |
| 26 | | | | | 6 | | | | | | | | | |

Guidelines

1. Completed time sheet needs to be submitted to supervisor for signature on the 16th of each month. Site codes timesheet to appropriate account.
2. Supervisor signs and sends time sheet to Human Resources no later than the 17th of each month.
3. Human Resources calculates pay and submits to Payroll in time for check to be issued on the 10th of each month.

Account Code: 01-0000-0-1110-1000-1105-806-8101 (ill, pnl, jury duty only) 01-_____ -0-1110-1000-1105-_____ -_____

01-_____ -0-1110-1000-1105-_____ -_____ 01-_____ -0-1110-1000-1105-_____ -_____

Completed by Human Resources:

Total Amount to be paid _____ Approval _____