

# SANTA FE SOUTH SCHOOLS, INC

## Weekly Time Record

Extra duty description: \_\_\_\_\_

Employee name: \_\_\_\_\_ Week ending: \_\_\_\_\_

Hourly rate: \_\_\_\_\_

	Date	IN	OUT	IN	OUT	TOTAL
Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						

\_\_\_\_\_  
Employee signature                      Date

Total Hours: \_\_\_\_\_

Gross Pay: \_\_\_\_\_

\_\_\_\_\_  
Supervisor signature                      Date

**Rates:**

Administrators \$25.00 per hour

Certified Teacher \$20.00 per hour

Non-Certified Teachers/Staff \$10.00 per hour

\*Tutoring hours will only be paid if student sign in sheet is included.

**Board Approved 09/19/2022**