FIRST THREE PERIODS FOR THE YEAR ARE FREE.

NEW:***Forms must be handed in within 30 days of the date worked.

PRIMROSE ELEMENTARY SCHOOL
TEACHING ASSISTANTS AND AIDES

DATE: _____________________    BUILDING:  PES - only

PRINT NAME: ____________________________________________________________

SIGNATURE: ___________________________________________________________________

DATE, TIME, AND TEACHER COVERED:

Date: _________      Date: _________
Full Day: $156.93 = ________      Half Day: $78.46 =_____
Covered for: _______________    Covered for: ______________

Date: ________
Time covered: ______________ From when to when? *ex. 8 am -10:30 am
Total Minutes covered: __________
Covered for: _______________

Date: ________
Time covered: ______________ From when to when? *ex. 8 am -10:30 am
Total Minutes covered: __________
Covered for: _______________

Date: ________
Time covered: ______________ From when to when? *ex. 8 am -10:30 am
Total Minutes covered: __________
Covered for: _______________

BUILDING PRINCIPAL APPROVAL: ________________________________ DATE: ____________________

****COMPLETE AND RETURN FORM TO THE BUILDING SECRETARY FOR PRINCIPAL APPROVAL.

Payroll use only: DO NOT WRITE BELOW THIS LINE Payroll use only:

3 Free complete? ________
Total Minutes:______

Full day: $156.93
Half day: $78.46
40-45 min. = $22.42 (base period)  (Full day and ½ day are checked when assigned by building administration. Minutes are not recorded.)
46-60 min. = $29.89 (1 1/3)
61-75 min. = $37.36 (1 2/3)
76-90 min. = $44.84 (2)
91-105 min. = $52.31 (2 1/3)
106-120 min. = $59.78 (2 2/3)
121-135 min. = $67.26 (3)