

Piper USD 203 Administrative Intern Request Form

Payment for work as an Administrative Intern shall be at the rate of \$27.00 per hour. Administrative Intern responsibilities shall be approved in advance by the Superintendent, Human Resources Director, and Building Administration. **Please do not hold these forms beyond the end of a pay period.** Compensation for Administrative Intern work will be paid on the next available payroll after the form is submitted. Clearly describe the work performed in activity description and duty performed and include the specific beginning and ending times. **Please include the total hours for each day.**

Activity Date	Activity Description	Duty Performed	Begin Time	End Time	Total Time	Office Use

UPDATED: November 2024

Employee Name

Employee Signature

Date Submitted

Approving Administrator Name

Approving Administrator Signature

Date Approved

Payroll Reviewer Name

Payroll Reviewer Signature

Date Reviewed