



TIME AND EFFORT LOG

Employee

Name: _____ Account Number _____

☐ \$24.20/hour: (Non-Student Supervision Pay: ex. meetings, workshops, professional development)

☐ \$29.70/hour (Student Supervision Pay: ex. tutoring, Saturday school, student screenings, curriculum writing)

DATE	ACTIVITY DESCRIPTION	TIME IN	TIME OUT	HOURS
			Total Hours	
			TOTAL COST	\$

_____/_____
Employee Signature / Date

_____/_____
Principal Signature / Date

_____/_____
Curriculum & Instruction Administrator / Date

All time & effort logs must be turned in prior to the last day of school in order to be paid by June 30th.
Due to the budget cycle, funds are not available after June 30th.