

Curriculum & Stipend Pay - Timesheet

PLEASE DO NOT USE RED INK

| | |
|--|-------------------------------------|
| PAYROLL PERIOD: Mo/Day/Yr: ___/___/___ - ___/___/___ <small>(Beginning) (Ending)</small> | EMPLOYEE NAME (Please Print) |
| LOCATION: <input type="checkbox"/> RVA | |
| JOB CATEGORY: <input type="checkbox"/> Assistant <input type="checkbox"/> Secretary <input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Self-employed <input type="checkbox"/> Other _____ | |

| CIRCLE DATES WORKED | | ACTUAL TIME WORKED | | | | TOTAL HOURS WORKED | PAY RATE | TOTAL PAY |
|---------------------|----|--------------------|--------|-------|--------|--------------------|----------|-----------|
| | | Start | Finish | Start | Finish | | | |
| 6 | 21 | | | | | | | |
| 7 | 22 | | | | | | | |
| 8 | 23 | | | | | | | |
| 9 | 24 | | | | | | | |
| 10 | 25 | | | | | | | |
| 11 | 26 | | | | | | | |
| 12 | 27 | | | | | | | |
| 13 | 28 | | | | | | | |
| 14 | 29 | | | | | | | |
| 15 | 30 | | | | | | | |
| 16 | 31 | | | | | | | |
| 17 | 1 | | | | | | | |
| 18 | 2 | | | | | | | |
| 19 | 3 | | | | | | | |
| 20 | 4 | | | | | | | |
| | 5 | | | | | | | |
| TOTAL HOURS | | | | | | X \$ _____ = | | |

| Date | Explanation of Work | Date | Explanation of Work |
|------|---------------------|------|---------------------|
| | | | |
| | | | |
| | | | |

Accounting Code

| FD | LOC | OBJ | FUNCTION | PROJ | AMOUNT |
|----|-----|-----|----------|------|--------|
| | | | | | |
| | | | | | |
| | | | | | |

| | | | |
|----------------------|------|-------------------------|------|
| Employee's Signature | Date | Administrator Signature | Date |
|----------------------|------|-------------------------|------|