2015-2016 Ashford School Employee Time Record (Biweekly)

Name:_____ Period of_____ through _____

Date Worked	Long Term "X"	Full (F) Half Day (F)	For Subs or Temporary Personnel, please provide your assignment (teacher, para, nurse, tutor, etc.) For Athletic Officials, please provide sports game for Girls or Boys (*example:* Girls Softball vs. Putnam)	Time In	Time Out	*Finance Office Use Only*		
						Rate	*Dept* (See Key)*	*CPS Dept. Code*

CPS Dept. Codes (Finance Use Only)	
13	*Athletic Officials*
16	*Event Chaperones ($42/Event)*
22	*Nurse Subs (RN $175/day) (LPN $125/day)*
24	*SpEd Subs*
31	*RegEd Subs*
46	*Workshop Subs*
48	*Title II Subs*
65	*Custodian Subs*
75	*SpEd Homebound Tutor ($32/hr)*
96	*RegEd Homebound Tutor ($32/hr)*
84	*Readiness In-Service Subs*
11	*Coaching Stipends*
12	*Program Advisor Stipends*
14	*Program Director/Coord. Stipends*
70	*TEAM Mentor Stipend*
114	*Professional Development*
123	*Teacher Workshops*
62	*Extracurricular*
63	*Sub-Calling Stipend*
64	*BOE Meeting Minutes Stipend*
35	*Title III Subs*
105	*Title III Professional Development*
50	*Extended School Year*
68	*Curriculum Development*
87	*Readiness Travel*

Employee Signature:_____ Date:_____

Supervisor/Departmental Approval:_____ Date: _____

Administrative Review:_____ Date: _____

Note: This form must be submitted on or prior to the payroll processing dates listed below; if it is received after the date specified, it will be included with the next payroll batch.

July 10, 24 Aug. 7, 21 Sept. 4, 18 Oct. 2, 16, 30 Nov. 13, 27 Dec. 11, 25 Jan. 8, 22 Feb. 5, 19
Mar. 4, 18 Apr. 1, 15, 29 May 13, 27 June 10, 24

***Dept. Key: * RE – Regular Ed. * SP – Special Ed. *PD --- Prof. Dev. *GR --- Grant (Name) * CU – Custodial *FS --- Food Service *ESY --- Summer**