

2021-22 Ashford School Employee Time Record (Bi-Weekly)

Name: _____

Period of _____ through _____

Date Worked	Type: Full (F) Half (H), Long Term (LT)	Subs/Temps, please list assignment (i.e., teacher, para, nurse, tutor) ❖ Athletic Officials, please list game officiating (i.e. JV Boys Soccer)	Time In	Time Out	Finance Office Use Only			CPS Dept. Code Key
					Rate	Dept.* (see key)	CPS Dept. Code	
								11 Coach Stipend
								12 Program Advisor
								13 Athletic Officials
								14 Program Director/Coord.
								16 Event Chaperones
								22 Nurse Subs
								24 SpEd Subs
								31 RegEd Subs
								35 Title III Sub
								46 Workshop Subs
								48 Title II Subs
								50 Extended School Year
								62 Extracurricular
								63 Sub Coord. St
								64 BOE Recording Sec.
								65 Custodial Subs
								68 Curriculum Development
								70 TEAM Mentor
								75 SpEd Homebound Tutor
								84 Readiness In-Service
								87 Readiness Travel
								96 RegEd Homebound Tutor
*Dept. Key: RE – Reg Ed SP- SpEd PD- Prof. Dev GR- Grant CU- Custodial FS- Food Service ESY- Summer Program								114 Professional Development
								123 Teacher Workshops

Employee Signature: _____ Date: _____

Substitute Coordinator Signature: _____ Date: _____

Administrative Review: _____ Date: _____

SUBMIT Timecard Dates

July 2, 16, 30 / Aug. 13, 27
 Sept. 10, 24 / Oct. 8, 22
 Nov. 5, 19 / Dec. 3, 17, 31
 Jan. 14, 28 / Feb. 11, 25
 March 11, 25 / April 8, 22
 May 6, 20 / June 3, 17

Pay Dates

July 9, 23 / Aug. 6, 20
 Sept. 3, 17 / Oct. 1, 15, 29
 Nov. 12, 26 / Dec. 10, 24
 Jan. 7, 21 / Feb. 4, 18
 March 4, 18 / Apr 1, 15, 29
 May 13, 27 / June 10, 24

Note: This form must be submitted for salaried employees performing extra-curricular and non-contractual duties.