

INSTRUCTIONS FOR COMPLETING TEACHER'S BIWEEKLY REPORT AND PAYROLL TIMESHEET

The timesheet is to be completed for Home and Hospital Teachers only.

1. Complete the Teacher's Biweekly Report and Payroll Timesheet daily.
2. Complete a separate Biweekly Report for each student
3. On the last day worked during the current pay period, sign the timesheet in ink and submit to the HHT office.
4. Payforms submitted by the Monday following the end of the pay period will be paid two weeks after the pay period ended. Those received after 10:00 a.m., on Monday, will be processed and paid four weeks after the pay period ended.

PERSONAL AND PAY PERIOD INFORMATION

1. Employee ID: It is critical to complete your employee ID. The timekeeper needs this to report and verify your time.
2. Employee Name: Print your first and last name.
3. Pay Period: Write the beginning and end dates of the biweekly pay period.
4. Student Name: Print the student name and grade.

REPORTING YOUR TIME

Complete a line for each day worked to include Date, Arrival and Leave times, Hours Taught, Other Hours and Signature.

For each student and day worked, complete the following:

1. Date: Write the month and day. It is critical to include the date worked.
2. Arrival and Leave Time: Write the beginning and end time of the hours spent teaching the student.
3. Hours Taught: Write the total number of hours taught. Refer to the Minutes Report Table on the bottom of the Biweekly Report.
4. Other Hours: Write number of hours and Code for Reason for other hours.
5. Signature: Parent must sign if teaching takes place in the home. Student may sign if teaching in public facility and parent is not available.
6. Biweekly Totals: Write the total number of hours for "Hours Taught" and the total number of hours for "Other Hours."
7. Signature and Date: Sign your name and enter date and submit to the Home and Hospital Teaching Office.