



Teacher's Biweekly Report of Interim Instructional Services

Department of Career Readiness & Innovative Programs
Interim Instructional Services
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
 CESC, Room 251, Rockville, Maryland 20850

MCPS Form 311-13
August 2016
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INSTRUCTIONS (detailed instructions on the back)

Employee ID _____ Interim Instructional Services (IIS) Teacher (please print) _____

Job Code: T1131 Biweekly Pay Period ____/____/____ to ____/____/____

Student _____ Grade _____

DATE	ARRIVE	LEAVE	HOURS TAUGHT	OTHER HOURS		PARENT/STUDENT SIGNATURE FOR TEACHING HOURS
				HOURS	REASON	

BIWEEKLY TOTALS

Planning Time (Divide "Hours Taught" (Not "Other Hours") By 6

CODE FOR REASONS FOR OTHER PAY	REPORTING INSTRUCTIONS	Minutes Worked	Report Tenths
CAN ... Cancellation-Same Day	1 hour per cancellation	0-05	0
NS..... No Show	Report a maximum of 2 hours per "No Show."	6-11	1
SCO.... Semester Change Over	1 hour on the pay period that includes change of semester.	12-17	2
TS..... Transition start of student assignment	1 hour on the student's first day taught	18-23	3
TE..... Transition end of student assignment	1 hour on the student's last day taught	24-29	4
EXT..... Time for travel outside of area	Report pre-approved time for travel outside of area	30-35	5
		36-41	6
		42-47	7
		48-53	8
		54-59	9

This is to certify that I have worked the hours shown, and that payment has not been received for any of the above hours. After employee signs below, this form may be scanned and sent electronically to IISOFFICE@mcpsmd.org.

Signature, Employee _____ Date ____/____/____

DISTRIBUTION: COPY 1/IIS; COPY 2/Retain

**INSTRUCTIONS FOR COMPLETING
INTERIM INSTRUCTIONAL SERVICES TEACHER'S
BIWEEKLY REPORT AND PAYROLL TIMESHEET**

The timesheet is to be completed for Interim Instructional Services (IIS) 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 IIS office.
4. Pay forms submitted after 12:00 p.m., on Friday, will be processed on the next pay period.

PERSONAL AND PAY PERIOD INFORMATION

1. Employee ID: It is critical to complete your MCPS 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. When complete, send this form to the IIS Office, Room 251 in CESC (keep a copy for yourself). Or you can print the form, sign it, then scan it electronically to the IIS Office at IISOFFICE@mcpsmd.org.