

APOLLO CAREER CENTER ADULT EDUCATION PAYROLL VERIFICATION – 2009-2010

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|----------------------|--|----------------------------|----------------|
| NAME: | | SS # LAST 4 NUMBERS | XXX-XX- |
| COURSE TITLE: | | PROGRAM # | |

INSTRUCTIONS: Insert number of hours worked in each appropriate date block
 Insert total hours for pay period and insert your initials in appropriate block
 * This asterisk below indicates End of Pay Period
Turn pay sheet in to your designated person by 4:00 p.m. the next Monday or it will go on next pay.

JANUARY 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours this pay period | Instructor Initials | Supervisor Initials |
|--------|-------------------|---------|-----------|----------|--------|-------------|--------------------------------|------------------------|------------------------|
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | *15 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 * | | | |
| 17 | 18 Holiday | 19 | 20 | 21 | 22 | 23 | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 * | * 16 | | |

FEBRUARY 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours this pay period | Instructor Initials | Supervisor Initials |
|--------|-------------------|---------|-----------|----------|--------|-------------|--------------------------------|------------------------|------------------------|
| Jan 31 | 1 | 2 | 3 | 4 | 5 | 6 | *17 | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 * | | | |
| 14 | 15 Holiday | 16 | 17 | 18 | 19 | 20 | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 * | *18 | | |

MARCH 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours this pay period | Instructor Initials | Supervisor Initials |
|--------|--------|---------|-----------|----------|--------|-------------|--------------------------------|------------------------|------------------------|
| Feb 28 | 1 | 2 | 3 | 4 | 5 | 6 | *19 | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 * | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 * | * 20 | | |

APRIL 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours this pay period | Instructor Initials | Supervisor Initials |
|--------|--------|---------|-----------|----------|------------------|-------------|--------------------------------|------------------------|------------------------|
| Mar 28 | Mar 29 | Mar 30 | Mar 31 | 1 | 2 Holiday | 3 | *21 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 * | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 * | *22 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | May 1 | | | |

MAY 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours this pay period | Instructor Initials | Supervisor Initials |
|--------|--------|---------|-----------|----------|--------|-------------|--------------------------------|------------------------|------------------------|
| 2 | 3 | 4 | 5 | 6 | 7 | 8 * | *23 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 * | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |

JUNE 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours this pay period | Instructor Initials | Supervisor Initials |
|--------|---------------------------|---------|-----------|----------|--------|------------|--------------------------------|------------------------|------------------------|
| May 30 | May 31 Holiday | 1 | 2 | 3 | 4 | 5 * | *25 | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19* | | | |
| | | | | | | | * 26 | | |

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| PAYROLL OFFICE USE ONLY: EMPLOYED_____ CERTIFIED_____ PAY RATE_____ |
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