

APOLLO CAREER CENTER ADULT EDUCATION PAYROLL VERIFICATION – 2012-2013

NAME:		SS # LAST 4	XXX-XX-
COURSE TITLE:		PROG #	

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 2012

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

FEBRUARY 2012

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

MARCH 2012

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

APRIL 2012

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

MAY 2012

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

JUNE 2012

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

PAYROLL OFFICE USE ONLY: EMPLOYED _____ CERTIFIED _____ PAY RATE _____