

APOLLO CAREER CENTER
Adult Education Payroll Verification Form
January - June 2018

Name:	Last 4 #s of SSN:
Course Title:	Program #:

INSTRUCTIONS: Write the number of hours worked in appropriate date block. DO NOT put "0"s (zeros) on days not worked. Asterisk (*) indicates end of a Pay Period. Turn pay sheet in to your designated person by 4:00 p.m. the next Monday or it will go on the next pay. Shading of a date indicates a Holiday.

January 2018										PP #	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
S	M	T	W	T	F	S								
24	25	26	27	28	29	30				14				
31	1	2	3	4	5	6*								
7	8	9	10	11	12	13				15				
14	15	16	17	18	19	20*								
21	22	23	24	25	26	27								
February 2018										PP #	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
S	M	T	W	T	F	S								
28	29	30	31	1	2	3*				16				
4	5	6	7	8	9	10				17				
11	12	13	14	15	16	17*								
18	19	20	21	22	23	24								
March 2018										PP #	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
S	M	T	W	T	F	S								
25	26	27	28	1	2	3*				18				
4	5	6	7	8	9	10				19				
11	12	13	14	15	16	17*								
18	19	20	21	22	23	24				20				
25	26	27	28	29	30	31*								
April 2018										PP #	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
S	M	T	W	T	F	S								
1	2	3	4	5	6	7				21				
8	9	10	11	12	13	14*								
15	16	17	18	19	20	21				22				
22	23	24	25	26	27	28*								
May 2018										PP #	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
S	M	T	W	T	F	S								
29	30	1	2	3	4	5				23				
6	7	8	9	10	11	12*								
13	14	15	16	17	18	19				24				
20	21	22	23	24	25	26*								
June 2018										PP #	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
S	M	T	W	T	F	S								
27	28	29	30	31	1	2				25				
3	4	5	6	7	8	9*								
10	11	12	13	14	15	16				26				
17	18	19	20	21	22	23*								

TREASURER'S OFFICE USE ONLY					Pay Rate/Hr.: _____		
<input style="width: 100%;" type="text"/> Employed	<input style="width: 100%;" type="text"/> Certified	<input style="width: 100%;" type="text"/> Hours	X	<input style="width: 100%;" type="text"/> Pay Rate	=	<input style="width: 100%;" type="text"/> Total	<input style="width: 100%;" type="text"/> Days