

# Apollo Career Center - Adult Education Payroll Verification Form

August - September 2018

<b>Name:</b>	<b>Last 4 #s of SSN:</b>
<b>Course Title:</b>	<b>Program #:</b>

**INSTRUCTIONS:** For each day, enter your In Time, Lunch Out/In, and Out Time. Record total hours for each day. 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 indicates a Holiday.

Day	Date	In		Out		In		Out		Total Hrs.	Date	In		Out		In		Out		Total Hrs.
S	8/19		am		pm		am		pm		8/26		am		pm		am		pm	
M	8/20		am		pm		am		pm		8/27		am		pm		am		pm	
T	8/21		am		pm		am		pm		8/28		am		pm		am		pm	
W	8/22		am		pm		am		pm		8/29		am		pm		am		pm	
TH	8/23		am		pm		am		pm		8/30		am		pm		am		pm	
F	8/24		am		pm		am		pm		8/31		am		pm		am		pm	
SA	8/25		am		pm		am		pm		9/1*		am		pm		am		pm	
<b>PP #</b>	<b>5</b>	<b>Total hrs this pay pd</b>						<b>Instruct. Initials</b>				<b>Supvr. Initials</b>				<b>Adult Mgr Initials</b>				

Day	Date	In		Out		In		Out		Total Hrs.	Date	In		Out		In		Out		Total Hrs.
S	9/2		am		pm		am		pm		9/9		am		pm		am		pm	
M	9/3		am		pm		am		pm		9/10		am		pm		am		pm	
T	9/4		am		pm		am		pm		9/11		am		pm		am		pm	
W	9/5		am		pm		am		pm		9/12		am		pm		am		pm	
TH	9/6		am		pm		am		pm		9/13		am		pm		am		pm	
F	9/7		am		pm		am		pm		9/14		am		pm		am		pm	
SA	9/8		am		pm		am		pm		9/15*		am		pm		am		pm	
<b>PP #</b>	<b>6</b>	<b>Total hrs this pay pd</b>						<b>Instruct. Initials</b>				<b>Supvr. Initials</b>				<b>Adult Mgr Initials</b>				

Day	Date	In		Out		In		Out		Total Hrs.	Date	In		Out		In		Out		Total Hrs.
S	9/16		am		pm		am		pm		9/23		am		pm		am		pm	
M	9/17		am		pm		am		pm		9/24		am		pm		am		pm	
T	9/18		am		pm		am		pm		9/25		am		pm		am		pm	
W	9/19		am		pm		am		pm		9/26		am		pm		am		pm	
TH	9/20		am		pm		am		pm		9/27		am		pm		am		pm	
F	9/21		am		pm		am		pm		9/28		am		pm		am		pm	
SA	9/22		am		pm		am		pm		9/29*		am		pm		am		pm	
<b>PP #</b>	<b>7</b>	<b>Total hrs this pay pd</b>						<b>Instruct. Initials</b>				<b>Supvr. Initials</b>				<b>Adult Mgr Initials</b>				

<b>TREASURER'S OFFICE USE ONLY</b>	<b>Pay Rate/Hr.:</b> _____
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <div style="font-size: 24px;">x</div> <div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <div style="font-size: 24px;">=</div> <div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Employed</b></span> <span><b>Certified</b></span> <span><b>Hours</b></span> <span><b>Pay Rate</b></span> <span><b>Total</b></span> <span><b>Days</b></span> </div>	