

Apollo Career Center - Adult Education Payroll Verification Form

November - December 2018

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

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	11/11		am		pm		am		pm		11/18		am		pm		am		pm	
M	11/12		am		pm		am		pm		11/19		am		pm		am		pm	
T	11/13		am		pm		am		pm		11/20		am		pm		am		pm	
W	11/14		am		pm		am		pm		11/21		am		pm		am		pm	
TH	11/15		am		pm		am		pm		11/22		am		pm		am		pm	
F	11/16		am		pm		am		pm		11/23		am		pm		am		pm	
SA	11/17		am		pm		am		pm		11/24*		am		pm		am		pm	

PP #	11	Total hrs this pay pd		Instruct. Initials		Supvr. Initials		Adult Mgr Initials	
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Day	Date	In		Out		In		Out		Total Hrs.	Date	In		Out		In		Out		Total Hrs.
S	11/25		am		pm		am		pm		12/2		am		pm		am		pm	
M	11/26		am		pm		am		pm		12/3		am		pm		am		pm	
T	11/27		am		pm		am		pm		12/4		am		pm		am		pm	
W	11/28		am		pm		am		pm		12/5		am		pm		am		pm	
TH	11/29		am		pm		am		pm		12/6		am		pm		am		pm	
F	11/30		am		pm		am		pm		12/7		am		pm		am		pm	
SA	12/1		am		pm		am		pm		12/8*		am		pm		am		pm	

PP #	12	Total hrs this pay pd		Instruct. Initials		Supvr. Initials		Adult Mgr Initials	
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Day	Date	In		Out		In		Out		Total Hrs.	Date	In		Out		In		Out		Total Hrs.
S	12/9		am		pm		am		pm		12/16		am		pm		am		pm	
M	12/10		am		pm		am		pm		12/17		am		pm		am		pm	
T	12/11		am		pm		am		pm		12/18		am		pm		am		pm	
W	12/12		am		pm		am		pm		12/19		am		pm		am		pm	
TH	12/13		am		pm		am		pm		12/20		am		pm		am		pm	
F	12/14		am		pm		am		pm		12/21		am		pm		am		pm	
SA	12/15		am		pm		am		pm		12/22*		am		pm		am		pm	

PP #	13	Total hrs this pay pd		Instruct. Initials		Supvr. Initials		Adult Mgr Initials	
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TREASURER'S OFFICE USE ONLY						Pay Rate/Hr.: _____				
Employed	Certified	Hours	x	Pay Rate	=	Total	Days			