

Apollo Career Center - Adult Education Payroll Verification Form

October - November 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	9/30		am		pm		am		pm		10/7		am		pm		am		pm	
M	10/1		am		pm		am		pm		10/8		am		pm		am		pm	
T	10/2		am		pm		am		pm		10/9		am		pm		am		pm	
W	10/3		am		pm		am		pm		10/10		am		pm		am		pm	
TH	10/4		am		pm		am		pm		10/11		am		pm		am		pm	
F	10/5		am		pm		am		pm		10/12		am		pm		am		pm	
SA	10/6		am		pm		am		pm		10/13*		am		pm		am		pm	

PP #	8	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	10/14		am		pm		am		pm		10/21		am		pm		am		pm	
M	10/15		am		pm		am		pm		10/22		am		pm		am		pm	
T	10/16		am		pm		am		pm		10/23		am		pm		am		pm	
W	10/17		am		pm		am		pm		10/24		am		pm		am		pm	
TH	10/18		am		pm		am		pm		10/25		am		pm		am		pm	
F	10/19		am		pm		am		pm		10/26		am		pm		am		pm	
SA	10/20		am		pm		am		pm		10/27*		am		pm		am		pm	

PP #	9	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	10/28		am		pm		am		pm		11/4		am		pm		am		pm	
M	10/29		am		pm		am		pm		11/5		am		pm		am		pm	
T	10/30		am		pm		am		pm		11/6		am		pm		am		pm	
W	10/31		am		pm		am		pm		11/7		am		pm		am		pm	
TH	11/1		am		pm		am		pm		11/8		am		pm		am		pm	
F	11/2		am		pm		am		pm		11/9		am		pm		am		pm	
SA	11/3		am		pm		am		pm		11/10*		am		pm		am		pm	

PP #	10	Total hrs this pay pd	Instruct. Initials	Supvr. Initials	Adult Mgr Initials
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TREASURER'S OFFICE USE ONLY					Pay Rate/Hr.:	
					x	=
Employed	Certified	Hours	Pay Rate	Total	Days	