



DELTA COLLEGE POLICE ACADEMY TIME SHEET

ALL hours are to be submitted bi-weekly. Time sheets are due by 8:30 AM Monday of ending payroll period date.

Employee Name: _____

Day	Date	Hours Worked	Account Name	Rate Per Hour* Provided by Director
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				
Sat.				
Sun.				

Day	Date	Hours Worked	Account Name	Rate Per Hour* Provided by Director
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				
Sat.				
Sun.				

Criminal Justice Account Names and Numbers

1471	Police Academy	1481	School Security
1472	Carrying Concealed Weapons	1482	Evidence Technician
1473	Dispatch	1483	EVO
1474	First Time Alcohol Offender	1484	Corporate Security Training
1475	Homeland Security	1485	Firearms Instructor
1476	Radar/Laser	1486	Accident Investigation
1477	Field Officer Training	1487	Instructor Update
1478	Corrections	1488	MSP Updates
1479	160 Hour Jail Training	1489	Other Criminal Justice Activities
1480	Dow Driving	1301	Motorcycle Instructors

Employee's Signature: _____

Director's Signature: _____

Note: It is each employee's responsibility to submit his/her signed time sheet to the Delta College Police Academy in F040 at Delta College bi-weekly for appropriate payment. Alternate methods of delivery for your convenience -- FAX (989.667.2211) or E-mail (michaelwiltse@delta.edu) or (dawnjurik@delta.edu).