

# PERSONAL TIME LOG & CLASS ATTENDANCE FORM

Date	Hourly Rate	Hours Worked	Memo <small>i.e. class/site name</small>	Amount Due	Assistant Present? <small>Head Coach Only</small>
<b>TOTAL HOURS WORKED:</b>			<b>TOTAL AMOUNT DUE:</b>		

Employee Name: \_\_\_\_\_  
 Address to Mail Check: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Check this box if your address has changed!

**Directions:** Please turn in this completed and signed form to receive compensation for your work. Make sure to take attendance every day using provided forms and submit with timesheet or enter directly into Sprockets.

*Turn in forms to your coordinator/head coach on Fridays.  
 During the off-season (Sept - May), completed forms should be emailed to becky@sput.us*

