

**Department of Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

**PAYROLL TIMESHEET
TOTAL HOURS SUMMARY TIMESHEET
INTERIM INSTRUCTIONAL SERVICES**

Employee ID _____ Job Code: T1131

Interim Instructional Services Teacher (please print) _____

Prior Pay Period? Yes No Biweekly Pay Period ___/___/___ to ___/___/___

INSTRUCTIONS (detailed instructions on the back):

1. Submit one Teacher's Biweekly Report for each student for the pay period. Total and bring forward the "Hours Taught" and "Other Paid Hours" earned each day for each student on the summary sheet..
2. Enter name of each student you worked with on one row. Total the hours worked and planning hours for each student and enter under "Student Total."
3. Total the daily hours worked with all students and enter in the row marked Daily Worked Totals.
4. Add Student Totals and Daily Worked Totals. The number should be the same and entered in "Biweekly Total."
5. Interim Instructional Services Teachers are paid for hours actually worked plus any "Other Hours." Do not count time taken for lunch periods, breaks, travel time, etc., as hours worked.
6. Hours for a prior pay period should be completed on a separate timesheet.

GET PAID ON TIME! Do not hold timesheets or report hours past the scheduled pay period dates. This may result in a delay of pay.

	Week 1							Week 2							Plan-ning	Student Total
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI		
Date																
Student Name																
	BIWEEKLY TOTAL															
Daily Worked Totals																

This is to certify that I have worked the hours shown, and that payment has not been received for any of the above hours.

This is to certify that I have examined the above report and found it to be correct. It has been completed in accordance with policies and procedures.

_____/_____/_____
Signature, Employee *Date*

_____/_____/_____
Signature, Immediate Supervisor *Date*

CALCULATING PLANNING TIME

An Interim Instructional Services teacher is entitled to 1 hour of planning time for every 6 hours of actual teaching time.

Divide the number of total teaching hours by six and round to the nearest tenth.

EXAMPLE: You taught Student A 10.5 hours. $10.5 \div 6 = 1.75$. $1.75 = 1.8$

Date	Arrive	Leave	Hours Taught	Other Hours		Parent/Student Signature for Teaching Hours	Coordinator's Initials
				Hours	Reason		
9/2	10:00	12:00	2	1	T.S.		ZW
9/4	10:00	12:00	2				
9/6	10:00	12:00	2				
9/9	1:30	3:00	1.5				
9/10				1.0	CAN		
9/11	1:30	3:00	1.5				
9/13	1:30	3:00	1.5				
Biweekly Totals			10.5	2			
Planning Time—Divide “Hours Taught (not “Other Hours”) by 6.			1.8				

DETERMINING DAILY WORKED TOTALS FOR SUMMARY SHEET

	Student Name	Week 1							Week 2							Plan-ning	Student Total
		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI		
Student Information	Student A (above)			3		2		2			1.5	1	1.5		1.5	1.8	14.3
	Student B				2		2					2		2		1.3	9.3
	Daily Worked Totals			3	2	2	2	2			1.5	3	1.5	2	1.5	3.1	23.6