



EEA SafeSchools Online Training
Time Sheet

Employee's Name (please print):	
Building:	
Date Submitted:	

1. This is the only mechanism for you to get paid for completing **SafeSchools required online training**.
2. **Training is to be completed no later than September 30, 2023.**
3. This timesheet must be signed by you, approved by your administrator and received by HR/Payroll on or before **October 5th** for payment.
4. This day will be paid on October 31st payroll (this day will not be held for payment at a later date).

SafeSchools Online Training	Employee Initials	Administrators Initials
<ul style="list-style-type: none"> • Completion of Safe Schools Training = 3.0 hours • NEW HIRE ONLY: Completion of Safe Schools Training= 5.0 hours 		

By signing this timesheet, I attest that I have completed Safe Schools Online Training.
 I understand that I must submit this completed timesheet by October 5th to Payroll.

Employee's Signature:	(Signature)	(Date)
Administrator Signature:	(Signature)	(Date)