

Professional Development Day Time Sheet

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

- This is the only mechanism for you to get paid for the Professional Development Day.
- Timesheets must be received by **March 5th** to Payroll for payment. Your building Administrator will need to sign off on this timesheet before submittal to Payroll.
- Timesheets cannot be held for payment after March 5th.

| Professional Development Day | Hours Trained | Employee Initials |
|------------------------------|---------------|-------------------|
| • February 5, 2024 | | |

By signing this timesheet, I attest that I have participated in Professional Development Days list above. I understand that I must submit this completed timesheet by March 5th to Payroll.

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