

Professional Development Time Sheet

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

- This is the only mechanism for you to get paid for Professional Development Day.
- Timesheets must be received by **April 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 April 5th.

PD Day	Hours Trained	Employee Initials
● March 18, 2024		

By signing this timesheet, I attest that I have participated in the Professional Development day listed above. I understand that I must submit this completed timesheet by April 5th to Payroll.

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