

## New Teacher Academy Time Sheet

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<b>Employee's Name</b> (please print):	
<b>Building:</b>	
<b>Date Submitted:</b>	

- This is the only mechanism for you to get paid for the New Teacher Academy hours.
- Timesheets must be received by the 5<sup>th</sup> of the following month to Payroll for payment. The Executive Director of Teaching & Learning will need to sign off on this timesheet before submittal to Payroll.
- Timesheets cannot be held for payment after the 5<sup>th</sup> of the following month.

<b>New Teacher Academy</b>	<b>Hours Trained</b>
<b>Date:</b>	

By signing this timesheet, I attest that I have participated in New Teacher Academy.  
 I understand that I must submit this completed timesheet by September 5th to Payroll.

<b>Employee's Signature:</b>	(Signature)	(Date)
<b>Administrator Signature: (Kim Browning)</b>	(Signature)	(Date)