

## Professional Development Day 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 Professional Development Day.
- Timesheets must be received by **November 5<sup>th</sup>** 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 November 5<sup>th</sup>.

Professional Development Day	Hours Trained	Employee Initials
• <b>October 13, 2023</b>		

By signing this timesheet, I attest that I have participated in Professional Development Days listed above. I understand that I must submit this completed timesheet by November 5<sup>th</sup> to Payroll.

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