



**Professional Development Day Timesheet**

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

1. This is the only mechanism for you to get paid for the August Professional Development Days.
2. Only one timesheet per employee (do not submit separate timesheets for each/separate days within the August Institute). **All August Institute PD days must be submitted at one time on this timesheet.**
3. Timesheets must be signed by you, approved by your administrator and received by HR/Payroll on or before **September 5<sup>th</sup>** for payment (office managers/administrators will facilitate submitting these for your building/department).
4. Days will be paid on September 30, 2023 (days will not be held for payment at a later date).

Professional development Days	Hours Trained	Employee Initials
● August 21, 2023		
● August 22, 2023		
● August 23, 2023		
● August 24, 2023		
● August 28, 2023 (Opening Day)		

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 September 5<sup>th</sup> to HR/Payroll.

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