

Stanwood-Camano School District No. 401
Record of Time for ASB or Extracurricular Activity

PLEASE TURN IN EACH MONTH

Print Name: _____

Pay Location: _____

Activity Pay Rate: _____

Month _____

Date	Day	Location	Position	Sport: Girls/Boys	Hours	Payroll Notes
	<u>ie: Mon</u>	<u>ie: SMS</u>	<u>ie: Ticket Taker</u>	<u>ie: Football</u>		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
		Account Code		Total Hours	Total \$	
		_____		_____	(Payroll)	

It is understood that all payroll forms must be completed at the Administration Office or Athletic Office within three (3) days of employment. No pay will be processed without the proper paperwork on file. Timesheets must be turned into the Payroll Department before the 10th of the month for pay that month.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____