

**PALMYRA AREA SCHOOL DISTRICT
TIME REPORT
ATHLETIC EVENTS**

Date Submitted

Employee Reporting: _____

<u>Date of Work</u>	<u>Hours</u>	<u>* Event</u>	<u>Activity</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

District Office Use Only

_____ hours @ \$_____ = \$_____

_____ events @ \$_____ = \$_____

_____ events @ \$_____ = \$_____

Total Authorized Payment \$_____

Employee Signature

Approved:

Athletic Director's Signature

Business Manager

* For those activities authorized for payment by event rather than hourly.

- I. Complete **one** (1) copy. Submit to Athletic Director.
- II. Payments will be made appropriately as follows:
 - A. Submit time report any time it is filled. Payment will be made at the next practical pay date after received.
 - B. Any time report, filled or not filled, may be submitted by November 15, February 15, and June 15 for payment on the first pay date in December, March, and the second pay date in June respectively.

Note: Those persons requesting their summer pay in one check in June will have to submit time reports by the 2nd pay in May.