



Payroll Timesheet Total Hours Summary Timesheet

**Department of Career Readiness & Innovative Programs
Interim Instructional Services**
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
CESC, Room 251, Rockville, Maryland 20850

**MCPS Form 311-19
August 2016
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Employee ID _____ Job Code: T1131
 Interim Instructional Services Teacher Name (please print) _____
 Prior Pay Period? Yes No Biweekly Pay Period ___/___/___ to ___/___/___

INSTRUCTIONS (detailed instructions on the back):

1. Submit one [MCPS Form 311-13, Teacher's Biweekly Report of Interim Instructional Services](#), for each student for the pay period. Total and bring forward the "Hours Taught" and "Other Paid Hours" earned each day for each student on this summary sheet.
2. Enter name of each student you worked with on one row. Total the hours worked and planning hours for each student and enter under "Student Total."
3. Total the daily hours worked with all students and enter in the row marked Daily Worked Totals.
4. Add Student Totals and Daily Worked Totals. The number should be the same and entered in "Biweekly Total."
5. Interim Instructional Services Teachers are paid for hours actually worked plus any "Other Hours." Do not count time taken for lunch periods, breaks, travel time, etc., as hours worked.
6. Hours for a prior pay period should be completed on a separate timesheet.

GET PAID ON TIME! Do not hold timesheets or report hours past the scheduled pay period dates. This may result in a delay of pay.

	WEEK 1							WEEK 2							Plan- ning	Student Total	
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI			
Date																	
Student Name																	
STUDENT INFORMATION																	
Daily Worked Totals															Bi- weekly Total		

This is to certify that I have worked the hours shown, and that payment has not been received for any of the above hours. _____ <p style="text-align: center;"><i>Signature, Employee</i></p> Date ___/___/___	I have examined the above report and found it to be correct. _____ <p style="text-align: center;"><i>Signature, Immediate Supervisor</i></p> Date ___/___/___
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CALCULATING PLANNING TIME

An Interim Instructional Services teacher is entitled to 1 hour of planning time for every 6 hours of actual teaching time.

Divide the number of total teaching hours by six and round to the nearest tenth.

EXAMPLE: You taught Student A 10.5 hours. $10.5 \div 6 = 1.75$. $1.75 = 1.8$

Date	Arrive	Leave	Hours Taught	Other Hours		Parent/Student Signature for Teaching Hours	Coordinator's Initials
				Hours	Reason		
9/2	10:00	12:00	2	1	T.S.		ZW
9/4	10:00	12:00	2				
9/6	10:00	12:00	2				
9/9	1:30	3:00	1.5				
9/10				1.0	CAN		
9/11	1:30	3:00	1.5				
9/13	1:30	3:00	1.5				
Biweekly Totals			10.5	2			
Planning Time—Divide “Hours Taught (not “Other Hours”) by 6.			1.8				

DETERMINING DAILY WORKED TOTALS FOR SUMMARY SHEET

	Student Name	Week 1							Week 2							Plan-ning	Student Total
		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI		
Student Information	Student A (above)			3		2		2			1.5	1	1.5		1.5	1.8	14.3
	Student B				2		2					2		2		1.3	9.3
	Daily Worked Totals			3	2	2	2	2			1.5	3	1.5	2	1.5	3.1	23.6