

TIMESHEET

TA Elevation to Teacher



EMPLOYEE NAME

EMPLOYEE ID NUMBER

SCHOOL / CLASSROOM WHERE YOU WORKED

EMPLOYEE SIGNATURE

DATE

Staff that are elevated from TA to Teacher should use this timesheet to indicate the period of time that they were elevated.

The total time elevated columns are provided to indicate the correct unit of time elevated per day.

- Please complete all columns below as applicable, and remember to sign and date your form.
- Please submit your timesheet to the supervisor where you worked.
- Forms received with missing information will be returned to the supervisor for completion which could delay payment.

	DATE	MORNING		AFTERNOON		TOTAL TIME ELEVATED (MARK ALL THAT APPLY WITH X)				NAME OF PERSON YOU ELEVATED FOR	SIGNATURE OF CLASSROOM TEACHER OR QIII ADMINISTRATOR VERIFYING THE INFORMATION
		START	END	START	END	1 HR	2 HRS	HALF DAY	FULL DAY		
THURSDAY	/ /	AM	AM	PM	PM						
FRIDAY	/ /	AM	AM	PM	PM						
MONDAY	/ /	AM	AM	PM	PM						
TUESDAY	/ /	AM	AM	PM	PM						
WEDNESDAY	/ /	AM	AM	PM	PM						
THURSDAY	/ /	AM	AM	PM	PM						
FRIDAY	/ /	AM	AM	PM	PM						
MONDAY	/ /	AM	AM	PM	PM						
TUESDAY	/ /	AM	AM	PM	PM						
WEDNESDAY	/ /	AM	AM	PM	PM						

PAYROLL USE ONLY

*.25 (1hr) =

*.5 (2hrs or half) =

*1 (full) =

TOTAL UNITS=

TOTAL PAYMENT=

Approved by:

SUPERVISOR PRINT

DATE

SUPERVISOR SIGNATURE

PAYROLL CODE



TA ELEVATION TIMESHEET INSTRUCTIONS

- Please complete the timesheet for the applicable pay period in accordance with the hourly payroll calendar posted on the website under staff resources.
- For each day elevated, please specify the date, the start time and the end time of each elevation.
- Mark the appropriate boxes indicating the total time elevated for that day. For example:
 - A MMTA elevated from 8am – 9am, would place an X in the 1 HR box.
 - A TA elevated from 8am – 9am and again from 2pm – 3pm would place an X in the 2 HR box.
 - A TA elevated for at least three total hours, but less than six hours would place an X in the Half Day box.
 - A TA elevated for at least six hours would place an X in the Full Day box.
- Please indicate the teacher the TA elevated for.
- Please have the classroom Teacher or Questar III Administrator sign each day of elevation verifying the information.
- Please turn in the completed timesheet for approval by your supervisor or Questar III Administrator.
- Please do not forward your timesheet to payroll, your Administrator will route the form to payroll.