**Futura Language Professionals**

**Enrichment Instructor Timesheet**

**NAME:** \_\_\_\_\_

**MONTH/YEAR:** \_\_\_\_\_

|  |
| --- |
| **Teaching Hours** |
| **School** | **Date** |
| Awesome Elementary | 10-06 |
| Awesome Elementary | 10-13 |
| Awesome Elementary | 10-20 |
| Awesome Elementary | 10-27 |
|  |  |
| ABC Skool | 10-07 |
| ABC Skool – NO CLASS, SKIP DAY | 10-14 |
| ABC Skool | 10-21 |
| ABC Skool | 10-28 |
|  |  |
| La Escuela - sub | 10-15 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Total Teaching Hours: \_\_\_8.00\_\_\_**

(*all minutes converted to hours using the chart below)*

**Notes:**

(*Here you will note if a class started late, if you substituted, or anything additional)*

* 10/14 was a skip day at ABC skool, no Spanish class
* I subbed for Anya at La Escuela school on 10/15

|  |
| --- |
| **Training, Observing, & Late Parent Hours** |
| **Event or School & Parents** | **Date** | **Time Start** | **Time End** | **Total Hours**  |
| \*Watched MANDATORY Online Training Videos: |  | n/a | n/a | 0.58 |
|  #1 Professionalism (8 minutes) | 9-23 |
|  #2 Arrival/Attendance (11 minutes) | 9-23 |
|  #3 Dismissal (6 minutes) | 9-23 |
|  #4 Spanish in a Futura class (9 minutes) | 9-23 |
| \*Watched Online Payroll Videos: |  | n/a | n/a | 0.25 |
|  #1 Timesheet (7 minutes) | 9-23 |
|  #2 Expenses (8 minutes) | 9-23 |
| New Teacher Training | 09-24 | 5:30pm | 8:00pm | 2.50 |
|  |  |  |  |  |
| Josh Anderson’s mom at Awesome E. | 10-13 | 4:00pm | 4:15 | .25 |
| Observing Elaina at Cottage Grove | 10-16 | 3:00pm | 4:00 | 1 |
|  |  |  |  |  |
|  |  |  |  |  |

**Total Training, Observing, & Late Parent Hours: \_\_\_4.58\_\_\_\_**

(*all minutes converted to hours using the chart below)*

**Notes:**

* 10/13 at Awesome- Josh’s mom was stuck in traffic and ran 15 minutes late

**IMPORTANT NOTES:**

* Timesheets should only include hours from the 1st-31st of the month.
* Timesheets need to be submitted before 5pm on the 5th of the month.
* Minute conversion chart- This is how to take the number of minutes and convert it into hours. Example: 45 minutes= 0.75 hours

*05 minutes = .08 hours 35 minutes = .58 hours*

10 minutes = .17 hours 40 minutes = .67 hours

*15 minutes = .25 hours 45 minutes = .75 hours*

20 minutes = .33 hours 50 minutes = .83 hours

*25 minutes = .42 hours 55 minutes = .92 hours*

30 minutes = .50 hours60 minutes = 1.00 hours