**Futura Language Professionals**

**Enrichment Instructor Timesheet**

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

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

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| **Teaching Hours** |
| **School** | **Date** |
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**Total Teaching Hours: \_\_\_0.00\_\_\_**

(*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)*

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| **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) |  |
|  #2 Arrival/Attendance (11 minutes) |  |
|  #3 Dismissal (6 minutes) |  |
|  #4 Spanish in a Futura class (9 minutes) |  |
| \*Watched Online Payroll Videos: |  | n/a | n/a | 0.25 |
|  #1 Timesheet (7 minutes) |  |
|  #2 Expenses (8 minutes) |  |
| New Teacher Training |  |  |  |  |
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**Total Training, Observing, & Late Parent Hours: \_\_\_0.00\_\_\_\_**

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

**Notes:**

**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