# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **June 24, 2011** **CHECK DATE**: **July 8, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Jun.13** | | | | | | |
| **Tues Jun.14** | | | | | | |
| **Wed Jun.15** | | | | | | |
| **Thurs Jun.16** | | | | | | |
| **Fri Jun.17** | | | | | | |
| **Sat Jun.18** | | | | | | |
| **Sun Jun.19** | | | | | | |
| **Mon Jun.20** | | | | | | |
| **Tues Jun.21** | | | | | | |
| **Wed Jun.22** | | | | | | |
| **Thurs Jun.23** | | | | | | |
| **Fri Jun.24** | | | | | | |
| **Sat Jun.25** | | | | | | |
| **Sun Jun.26** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **July 8, 2011** **CHECK DATE**: **July 22, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Jun.27** | | | | | | |
| **Tues Jun.28** | | | | | | |
| **Wed Jun.29** | | | | | | |
| **Thurs Jun.30** | | | | | | |
| **Fri Jul.1** | | | | | | |
| **Sat Jul.2** | | | | | | |
| **Sun Jul.3** | | | | | | |
| **Mon Jul.4** | | | | | | |
| **Tues Jul.5** | | | | | | |
| **Wed Jul.6** | | | | | | |
| **Thurs Jul.7** | | | | | | |
| **Fri Jul.8** | | | | | | |
| **Sat Jul.9** | | | | | | |
| **Sun Jul.10** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **July 22, 2011** **CHECK DATE**: **August 5, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Jul.11** | | | | | | |
| **Tues Jul.12** | | | | | | |
| **Wed Jul.13** | | | | | | |
| **Thurs Jul.14** | | | | | | |
| **Fri Jul.15** | | | | | | |
| **Sat Jul.16** | | | | | | |
| **Sun Jul.17** | | | | | | |
| **Mon Jul.18** | | | | | | |
| **Tues Jul.19** | | | | | | |
| **Wed Jul.20** | | | | | | |
| **Thurs Jul.21** | | | | | | |
| **Fri Jul.22** | | | | | | |
| **Sat Jul.23** | | | | | | |
| **Sun Jul.24** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **August 5, 2011** **CHECK DATE**: **August 19, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Jul.25** | | | | | | |
| **Tues Jul.26** | | | | | | |
| **Wed Jul.27** | | | | | | |
| **Thurs Jul.28** | | | | | | |
| **Fri Jul.29** | | | | | | |
| **Sat Jul.30** | | | | | | |
| **Sun Jul.31** | | | | | | |
| **Mon Aug.1** | | | | | | |
| **Tues Aug.2** | | | | | | |
| **Wed Aug.3** | | | | | | |
| **Thurs Aug.4** | | | | | | |
| **Fri Aug.5** | | | | | | |
| **Sat Aug.6** | | | | | | |
| **Sun Aug.7** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **August 19, 2011** **CHECK DATE: September 2, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Aug.8** | | | | | | |
| **Tues Aug.9** | | | | | | |
| **Wed Aug.10** | | | | | | |
| **Thurs Aug.11** | | | | | | |
| **Fri Aug.12** | | | | | | |
| **Sat Aug.13** | | | | | | |
| **Sun Aug.14** | | | | | | |
| **Mon Aug.15** | | | | | | |
| **Tues Aug.16** | | | | | | |
| **Wed Aug.17** | | | | | | |
| **Thurs Aug.18** | | | | | | |
| **Fri Aug.19** | | | | | | |
| **Sat Aug.20** | | | | | | |
| **Sun Aug.21** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **September 2, 2011** **CHECK DATE**: **September 16, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Aug.22** | | | | | | |
| **Tues Aug.23** | | | | | | |
| **Wed Aug.24** | | | | | | |
| **Thurs Aug.25** | | | | | | |
| **Fri Aug.26** | | | | | | |
| **Sat Aug.27** | | | | | | |
| **Sun Aug.28** | | | | | | |
| **Mon Aug.29** | | | | | | |
| **Tues Aug.30** | | | | | | |
| **Wed Aug.31** | | | | | | |
| **Thurs Sep.1** | | | | | | |
| **Fri Sep.2** | | | | | | |
| **Sat Sep.3** | | | | | | |
| **Sun Sep.4** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
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| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **September 16, 2011** **CHECK DATE**: **September 30, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Sep.5** | | | | | | |
| **Tues Sep.6** | | | | | | |
| **Wed Sep.7** | | | | | | |
| **Thurs Sep.8** | | | | | | |
| **Fri Sep.9** | | | | | | |
| **Sat Sep.10** | | | | | | |
| **Sun Sep.11** | | | | | | |
| **Mon Sep.12** | | | | | | |
| **Tues Sep.13** | | | | | | |
| **Wed Sep.14** | | | | | | |
| **Thurs Sep.15** | | | | | | |
| **Fri Sep.16** | | | | | | |
| **Sat Sep.17** | | | | | | |
| **Sun Sep.18** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **September 30, 2011** **CHECK DATE**: **October 14, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Sep.19** | | | | | | |
| **Tues Sep.20** | | | | | | |
| **Wed Sep.21** | | | | | | |
| **Thurs Sep.22** | | | | | | |
| **Fri Sep.23** | | | | | | |
| **Sat Sep.24** | | | | | | |
| **Sun Sep.25** | | | | | | |
| **Mon Sep.26** | | | | | | |
| **Tues Sep.27** | | | | | | |
| **Wed Sep.28** | | | | | | |
| **Thurs Sep.29** | | | | | | |
| **Fri Sep.30** | | | | | | |
| **Sat Oct.1** | | | | | | |
| **Sun Oct.2** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **October 14, 2011** **CHECK DATE**: **October 28, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Oct.3** | | | | | | |
| **Tues Oct.4** | | | | | | |
| **Wed Oct.5** | | | | | | |
| **Thurs Oct.6** | | | | | | |
| **Fri Oct.7** | | | | | | |
| **Sat Oct.8** | | | | | | |
| **Sun Oct.9** | | | | | | |
| **Mon Oct.10** | | | | | | |
| **Tues Oct.11** | | | | | | |
| **Wed Oct.12** | | | | | | |
| **Thurs Oct.13** | | | | | | |
| **Fri Oct.14** | | | | | | |
| **Sat Oct.15** | | | | | | |
| **Sun Oct.16** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
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| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **October 28, 2011** **CHECK DATE**: **November 10, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Oct.17** | | | | | | |
| **Tues Oct.18** | | | | | | |
| **Wed Oct.19** | | | | | | |
| **Thurs Oct.20** | | | | | | |
| **Fri Oct.21** | | | | | | |
| **Sat Oct.22** | | | | | | |
| **Sun Oct.23** | | | | | | |
| **Mon Oct.24** | | | | | | |
| **Tues Oct.25** | | | | | | |
| **Wed Oct.26** | | | | | | |
| **Thurs Oct.27** | | | | | | |
| **Fri Oct.28** | | | | | | |
| **Sat Oct.29** | | | | | | |
| **Sun Oct.30** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
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| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **November 11, 2011** **CHECK DATE**: **November 23, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Oct.31** | | | | | | |
| **Tues Nov.1** | | | | | | |
| **Wed Nov.2** | | | | | | |
| **Thurs Nov.3** | | | | | | |
| **Fri Nov.4** | | | | | | |
| **Sat Nov.5** | | | | | | |
| **Sun Nov.6** | | | | | | |
| **Mon Nov.7** | | | | | | |
| **Tues Nov.8** | | | | | | |
| **Wed Nov.9** | | | | | | |
| **Thurs Nov.10** | | | | | | |
| **Fri Nov.11** | | | | | | |
| **Sat Nov.12** | | | | | | |
| **Sun Nov.13** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **November 25, 2011** **CHECK DATE**: **December 9, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Nov.14** | | | | | | |
| **Tues Nov.15** | | | | | | |
| **Wed Nov.16** | | | | | | |
| **Thurs Nov.17** | | | | | | |
| **Fri Nov.18** | | | | | | |
| **Sat Nov.19** | | | | | | |
| **Sun Nov.20** | | | | | | |
| **Mon Nov.21** | | | | | | |
| **Tues Nov.22** | | | | | | |
| **Wed Nov.23** | | | | | | |
| **Thurs Nov.24** | | | | | | |
| **Fri Nov.25** | | | | | | |
| **Sat Nov.26** | | | | | | |
| **Sun Nov.27** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **December 9, 2011** **CHECK DATE**: **December 16, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Nov.28** | | | | | | |
| **Tues Nov.29** | | | | | | |
| **Wed Nov.30** | | | | | | |
| **Thurs Dec.1** | | | | | | |
| **Fri Dec.2** | | | | | | |
| **Sat Dec.3** | | | | | | |
| **Sun Dec.4** | | | | | | |
| **Mon Dec.5** | | | | | | |
| **Tues Dec.6** | | | | | | |
| **Wed Dec.7** | | | | | | |
| **Thurs Dec.8** | | | | | | |
| **Fri Dec.9** | | | | | | |
| **Sat Dec.10** | | | | | | |
| **Sun Dec.11** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **December 23, 2011** **CHECK DATE**: **January 6, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Dec.12** | | | | | | |
| **Tues Dec.13** | | | | | | |
| **Wed Dec.14** | | | | | | |
| **Thurs Dec.15** | | | | | | |
| **Fri Dec.16** | | | | | | |
| **Sat Dec.17** | | | | | | |
| **Sun Dec.18** | | | | | | |
| **Mon Dec.19** | | | | | | |
| **Tues Dec.20** | | | | | | |
| **Wed Dec.21** | | | | | | |
| **Thurs Dec.22** | | | | | | |
| **Fri Dec.23** | | | | | | |
| **Sat Dec.24** | | | | | | |
| **Sun Dec.25** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **January 6, 2011** **CHECK DATE**: **January 20, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Dec.26** | | | | | | |
| **Tues Dec.27** | | | | | | |
| **Wed Dec.28** | | | | | | |
| **Thurs Dec.29** | | | | | | |
| **Fri Dec.30** | | | | | | |
| **Sat Dec.31** | | | | | | |
| **Sun Jan.1** | | | | | | |
| **Mon Jan.2** | | | | | | |
| **Tues Jan.3** | | | | | | |
| **Wed Jan.4** | | | | | | |
| **Thurs Jan.5** | | | | | | |
| **Fri Jan.6** | | | | | | |
| **Sat Jan.7** | | | | | | |
| **Sun Jan.8** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **January 20, 2012** **CHECK DATE**: **February 3, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Jan.9** | | | | | | |
| **Tues Jan.10** | | | | | | |
| **Wed Jan.11** | | | | | | |
| **Thurs Jan.12** | | | | | | |
| **Fri Jan.13** | | | | | | |
| **Sat Jan.14** | | | | | | |
| **Sun Jan.15** | | | | | | |
| **Mon Jan.16** | | | | | | |
| **Tues Jan.17** | | | | | | |
| **Wed Jan.18** | | | | | | |
| **Thurs Jan.19** | | | | | | |
| **Fri Jan.20** | | | | | | |
| **Sat Jan.21** | | | | | | |
| **Sun Jan.22** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **February 3, 2012** **CHECK DATE**: **February 17, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| Mon Jan.23 | | | | | | |
| Tues Jan.24 | | | | | | |
| Wed Jan.25 | | | | | | |
| Thurs Jan.26 | | | | | | |
| Fri Jan.27 | | | | | | |
| Sat Jan.28 | | | | | | |
| Sun Jan.29 | | | | | | |
| Mon Jan.30 | | | | | | |
| Tues Jan.31 | | | | | | |
| Wed Feb.1 | | | | | | |
| Thurs Feb.2 | | | | | | |
| Fri Feb.3 | | | | | | |
| Sat Feb.4 | | | | | | |
| Sun Feb.5 | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **February 17, 2012** **CHECK DATE**: **March 2, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Feb.6** | | | | | | |
| **Tues Feb.7** | | | | | | |
| **Wed Feb.8** | | | | | | |
| **Thurs Feb.9** | | | | | | |
| **Fri Feb.10** | | | | | | |
| **Sat Feb.11** | | | | | | |
| **Sun Feb.12** | | | | | | |
| **Mon Feb.13** | | | | | | |
| **Tues Feb.14** | | | | | | |
| **Wed Feb.15** | | | | | | |
| **Thurs Feb.16** | | | | | | |
| **Fri Feb.17** | | | | | | |
| **Sat Feb.18** | | | | | | |
| **Sun Feb.19** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **March 2, 2012** **CHECK DATE**: **March 16, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Feb.20** | | | | | | |
| **Tues Feb.21** | | | | | | |
| **Wed Feb.22** | | | | | | |
| **Thurs Feb.23** | | | | | | |
| **Fri Feb.24** | | | | | | |
| **Sat Feb.25** | | | | | | |
| **Sun Feb.26** | | | | | | |
| **Mon Feb.27** | | | | | | |
| **Tues Feb.28** | | | | | | |
| **Wed Feb.29** | | | | | | |
| **Thurs Mar.1** | | | | | | |
| **Fri Mar.2** | | | | | | |
| **Sat Mar.3** | | | | | | |
| **Sun Mar.4** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **March 16, 2012** **CHECK DATE**: **March 30, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Mar.5** | | | | | | |
| **Tues Mar.6** | | | | | | |
| **Wed Mar.7** | | | | | | |
| **Thurs Mar.8** | | | | | | |
| **Fri Mar.9** | | | | | | |
| **Sat Mar.10** | | | | | | |
| **Sun Mar.11** | | | | | | |
| **Mon Mar.12** | | | | | | |
| **Tues Mar.13** | | | | | | |
| **Wed Mar.14** | | | | | | |
| **Thurs Mar.15** | | | | | | |
| **Fri Mar.16** | | | | | | |
| **Sat Mar.17** | | | | | | |
| **Sun Mar.18** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **Mar 30, 2012** **CHECK DATE**: **April 13, 2011**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Mar.19** | | | | | | |
| **Tues Mar.20** | | | | | | |
| **Wed Mar.21** | | | | | | |
| **Thurs Mar.22** | | | | | | |
| **Fri Mar.23** | | | | | | |
| **Sat Mar.24** | | | | | | |
| **Sun Mar.25** | | | | | | |
| **Mon Mar.26** | | | | | | |
| **Tues Mar.27** | | | | | | |
| **Wed Mar.28** | | | | | | |
| **Thurs Mar.29** | | | | | | |
| **Fri Mar.30** | | | | | | |
| **Sat Mar.31** | | | | | | |
| **Sun Apr.1** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **April 13, 2012** **CHECK DATE**: **April 27, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Apr.2** | | | | | | |
| **Tues Apr.3** | | | | | | |
| **Wed Apr.4** | | | | | | |
| **Thurs Apr.5** | | | | | | |
| **Fri Apr.6** | | | | | | |
| **Sat Apr.7** | | | | | | |
| **Sun Apr.8** | | | | | | |
| **Mon Apr.9** | | | | | | |
| **Tues Apr.10** | | | | | | |
| **Wed Apr.11** | | | | | | |
| **Thurs Apr.12** | | | | | | |
| **Fri Apr.13** | | | | | | |
| **Sat Apr.14** | | | | | | |
| **Sun Apr.15** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **April 27, 2012** **CHECK DATE**: **May 11, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Apr.16** | | | | | | |
| **Tues Apr.17** | | | | | | |
| **Wed Apr.18** | | | | | | |
| **Thurs Apr.19** | | | | | | |
| **Fri Apr.20** | | | | | | |
| **Sat Apr.21** | | | | | | |
| **Sun Apr.22** | | | | | | |
| **Mon Apr.23** | | | | | | |
| **Tues Apr.24** | | | | | | |
| **Wed Apr.25** | | | | | | |
| **Thurs Apr.26** | | | | | | |
| **Fri Apr.27** | | | | | | |
| **Sat Apr.28** | | | | | | |
| **Sun Apr.29** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **May 11, 2012** **CHECK DATE**: **May 25, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon Apr.30** | | | | | | |
| **Tues May.1** | | | | | | |
| **Wed May.2** | | | | | | |
| **Thurs May.3** | | | | | | |
| **Fri May.4** | | | | | | |
| **Sat May.5** | | | | | | |
| **Sun May.6** | | | | | | |
| **Mon May.7** | | | | | | |
| **Tues May.8** | | | | | | |
| **Wed May.9** | | | | | | |
| **Thurs May.10** | | | | | | |
| **Fri May.11** | | | | | | |
| **Sat May.12** | | | | | | |
| **Sun May.13** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **May 25, 2012** **CHECK DATE**: **June 8, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon May.14** | | | | | | |
| **Tues May.15** | | | | | | |
| **Wed May.16** | | | | | | |
| **Thurs May.17** | | | | | | |
| **Fri May.18** | | | | | | |
| **Sat May.19** | | | | | | |
| **Sun May.20** | | | | | | |
| **Mon May.21** | | | | | | |
| **Tues May.22** | | | | | | |
| **Wed May.23** | | | | | | |
| **Thurs May.24** | | | | | | |
| **Fri May.25** | | | | | | |
| **Sat May.26** | | | | | | |
| **Sun May.27** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____

# Hourly Time Sheet

***ACCOMPANISTS AND EXTRA DUTIES/ASSIGNMENTS FOR ADJUNCT faculty (i.e. forums)***

***DEPARTMENT OF MUSIC, THEATER AND DANCE, MDC-KENDALL***

**Please print the following:**

Name:_____ ID#_____

(Last) (First)

**THIS TIME SHEET IS DUE**: **June 8, 2012** **CHECK DATE**: **June 22, 2012**

Please check the appropriate boxes. If you worked with a student, the student's signature and ID# must be recorded. If the activity you worked is not listed, please use the "other" category and explanation of the activity. Time sheets must be turned in by the employee by the day/time listed above. **If the time sheet is not completed and signed by the appropriate people, your hours will not be recorded. Please help us make this a more accurate and efficient way to enter payroll.**

| Day/ Date | Start time | End time | Total hours for the day | Activity See below (A-J) | Appropriate Signature and ID if working with student OR explanation of activity | Verification Initials of student or coordinator |
|---|---|---|---|---|---|---|
| **Mon May.28** | | | | | | |
| **Tues May.29** | | | | | | |
| **Wed May.30** | | | | | | |
| **Thurs May.31** | | | | | | |
| **Fri Jun.1** | | | | | | |
| **Sat Jun.2** | | | | | | |
| **Sun Jun.3** | | | | | | |
| **Mon Jun.4** | | | | | | |
| **Tues Jun.5** | | | | | | |
| **Wed Jun.6** | | | | | | |
| **Thurs Jun.7** | | | | | | |
| **Fri Jun.8** | | | | | | |
| **Sat Jun.9** | | | | | | |
| **Sun Jun.10** | | | | | | |

**TOTAL HOURS:**_____

| Activity Letter | Explanation of Activity | **Amt. to be paid |
|---|---|---|
| **A** | Accompanist | As per contract |
| **B** | Forum | $20/hr: max. 3hrs. |
| **C** | Jury | $20/hr: max hrs. as per agreement with chair |
| **D** | Performer: Faculty Recital | As per agreement with Chair |
| **E** | Solo Concert Recital | As per agreement with Chair |
| **F** | Group Performance (2 or more artists involved in concert) | As per agreement with Chair |
| **G** | Master Class | As per agreement with Chair |
| **H** | Recruiting | As per agreement with Chair |
| **I** | Lighting / design (name the show) | As per agreement with Chair |
| **J** | Other (please explain) | As per agreement with Chair |

**YOUR SIGNATURE:**_____ **DATE:**_____

**COORDINATOR'S SIGNATURE:**_____ **DATE:**_____

**CHAIR'S SIGNATURE:**_____ **DATE:**_____