

INSTRUCTOR TIME SHEET

Date	Program	Location	Topic of Instruction	Time In	Time Out	Total Hours

This sheet must be turned in by the 30th of the month in order for payment to be processed in the next monthly payroll. A separate time sheet must be completed for Municipal Police Training (Act 120 & 180), Constable Training, Deputy Sheriff Training, Magisterial District Court Training, and each submitted to the appropriate Program Director.

Instructor's Name: _____ **ID#:** _____

Time Record for Month of: _____ **Year:** _____

Total Hours Worked this Month: _____

 Instructor's Signature to Certify/Agree

 Date

 Program Director's Signature to Certify/Agree

 Date