

291 Broadway, 14th Floor

New York, NY 10007

Directions:

1. Download this document and save it to your computer as your first initial, last name, and pay period.

For example: JRutkovsky 1/1/18-1/15/18

2. Fill out your name, address, and dates/hours worked for the Quad After School Program

3. Upload as a file attachment to and email directly to ([ashley@thequadmanhattan.com](mailto:ashley@thequadmanhattan.com)) by the date listed on the payroll schedule.

4. NOTE: You must have all credentialing (e.g., CV, letter of intent, I9, W4, etc.) completed before you are to be paid. **If you do not get your timesheet in by the deadline, you must submit two for the next pay period and you will be paid on the next pay period’s pay day. No timesheets will be accepted beyond two pay periods delinquent.**

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Position Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary/per hour/session rate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Date: | Hours/Sessions Worked: |
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| Date: | Hours/Sessions Worked: |
| Date: | Hours/Sessions Worked: |
|  | Total Hours/Sessions: |

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Employee Signature Date

----------------------------------------------Office use below this line------------------------------------------------

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Supervisor Signature Date

For 1099 Employees ONLY, Check #: \_\_\_\_\_\_\_\_\_\_\_