

# PARA-PROFESSIONAL PRINT OUT OF HOURS

After each quarter, Para-professionals will receive a print out of their hours worked. This will allow them to see what they may be missing, or if there are any discrepancies. (For this purpose, we ask all Para-professionals to keep a copy of each time sheet they turn in.)

### How to Check Hours Worked:

- Compare the column labeled “Day Total” with column labeled “App. Time”; this should show the Para is working the daily approved time.
- The column labeled “Wk. Total” will show if hours worked are under or over the weekly amount of hours, which are calculated from the approved daily hours.
- The column labeled “Remaining Hours” can be divided by the column labeled “App. Time”, which should equal the number of working days left in the school year. If the amount of working days left comes out to be more than what may be left in the school year, which means that the Para may not meet their contract hours for the year.

### Example:

DOE, JANE		CONTRACT HOURS	REMAINING HOURS				TOTAL ACCUM.			DIST. 413
Chanute Elem. (John Smith)		1260:00:00	1226:15:00				33:45:00			
WK ENDING	DAY	AM TIME IN	AM TIME OUT	PM TIME IN	PM TIME OUT	DAY TOTAL		APP. TIME	BALANCE	WK TOTAL
	Monday	8:00:00	12:00:00	12:30:00	15:15:00	0:00:00		6:45	0:00	
	Tuesday	8:00:00	12:00:00	12:30:00	15:15:00	0:00:00		6:45	0:00	
	Wednesday	8:00:00	12:00:00	12:30:00	15:15:00	0:00:00		6:45	0:00	
	Thursday	8:00:00	12:00:00	12:30:00	15:15:00	0:00:00		6:45	0:00	
1-Jan	Friday	8:00:00	12:00:00	12:30:00	15:15:00	0:00:00		6:45	0:00	
						<b>33:45:00</b>	<b>33:45:00</b>			0:00:00