**PER SESSION**

Please note the following procedures for per session payroll:

1. **For every single, separate per session activity you work, you must submit:**
	1. A letter of application describing the activity (grade, subject, time, day as well as goals (short/long), benchmarks, end product.
	2. OP175 Application for Per Session Employment
	3. A multi-activity waiver
2. **In order to get paid you must submit:**
	1. Attendance sheet
	2. Timecard **(must be PUNCHED in and PUNCHED out…NOT HANDWRITTEN)**: **Failure to Punch In or Punch Out may result in you not getting paid for the day**
	3. Timesheet filled out properly. Time sheets filled out incorrectly or incomplete may result in the delay of processing your per session or not being processed
3. To create a club you must have at least 5 students participating and in attendance.
4. **If you work AM per session you must clock in and clock out. If you work PM per session you must clock in and out.**
5. Per session is mailed to your home address and takes about three weeks from the day it is processed to be mailed.
6. When the **timecard** is submitted at the end of the pay period, it must include:
	1. your name
	2. file number
	3. activity conducted
	4. hours worked punched by time clock by the corresponding date
	5. **signature at the bottom of the timecard**
7. **The timesheet must include:**

Date the payroll period ends, your first and last names, School **30Q286**, Borough-Q, Program Name (AIS, Spanish Tutoring, etc.) your address, License, File Number, Social Security Number, Position Title-Teacher, Position Symbol-TR, Official Work Hours (8:30-3:10 PM), Check if SS# is deducted, work hours per day with signature, total days/hours worked, signature next to each day worked and in lower left corner and date.