Master Class Payroll Form
2018-2019

Music Tutor Name: ______________________________

Employee ID (NOT SSN): ______________    Phone: _________________________

Campus: _____________________  Group: __________________________

Week of: __ / __ / __ __ __ __

**MASTER CLASS TIME SHEETS MUST BE TURNED IN WEEKLY TO YOUR PROGRAM’S DIRECTOR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Section Tutored/Service Provided</th>
<th># of Students in attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample 1:</td>
<td>7:45a</td>
<td>3:45p</td>
<td>8</td>
<td>Flutes</td>
<td>10</td>
</tr>
<tr>
<td>Sample 2:</td>
<td>12:00p</td>
<td>3:00p</td>
<td>3</td>
<td>Accompaniment</td>
<td>JV Choir</td>
</tr>
</tbody>
</table>

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Total Hours Worked: _____________ X $___________ = $_____________

Music Tutor Signature: __________________ Date: ___________ Director/Supervisor Signature: __________________ Date: ___________

PVA use only: ____________________

PVA Director Signature: __________________ Date: ___________ Budget Code: ___________