



INSTRUCTIONS: Fill out this form and email to Payroll@guruseducation.com as per schedule below.

Send Timecard by:	Include Hrs worked from	Payment Date
8th of the month	23rd of last month to 8th of this month	15th of the month
22nd of the month	9th to 22nd of the month	Last day of month

[illegible]

POLICY:

NO TIMECARD = NO PAYMENT

Teachers are responsible to submit timecards in timely manner. If one pay period is missed, those hours can be included in next period's timecard.

Payments are made as per schedule posted above.

A statement detailing payment for each hours claimed would be uploaded on Teacher Dashboard