

EDUCATOR HOURS

NAME _____ DEPT. _____ MONTH/YEAR _____

THIS EDUCATOR IS APPROVED FOR _____ "ADJUST FOR OCCUPANCY HOURS" PER MONTH

Trainer Wage hours ARE adjusted for Occupancy. Do not list the same hours in both columns.

DATE	ADJUST FOR OCCUPANCY	TRAINER WAGE	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			Tip Report Due
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			Turn in this report today
Total			

Clock in for ALL hours.

Adjust for Occupancy are hours paid at your Regular Wage for hosting a class, work on training modules, etc.

Trainer Wage is paid for time spent training staff or teaching a class. Additional trainer pay is paid MONTHLY

Classes Trained or Hosted by you should also have a Supplemental Contract for attendance and expenses.