EDUCATION TIME SHEET

For education attended "outside" of RMCHCS

EMPL# _____ **EMPLOYEE NAME:** _____

DEPT# _____ **SUPERVISOR APPROVAL:** _____

NAME OF SEMINAR: _____

[this side for Payroll use only]

ONE-DAY TRIP

Complete this section if: All Travel / Education occurred in (1) day - did NOT stay overnight

-Enter all sections (a) - (f)
-Enter actual EDUCATION session Start / End Times - NOT travel times
-Do NOT include lunch times - 1 hour is automatically deducted for one-day trips

D.O.W. (day of week) (a)	DATE (b)	EDUCATION START TIME (c)	EDUCATION END TIME (d)	LOCATION (city,state) (e)	ESTIMATED MILES (ONE-WAY only) (f)

PAYROLL INSTRUCTIONS (One-Day Trip)

1. EDUCATION START	_____	-enter time from box (c)
2. EDUCATION END	_____	-enter time from box (d)
3. LUNCH END	_____	-enter Education End LESS (1) hour
4. TRAVEL HOURS	_____	-box (f) DIVIDED by 60 = Travel Hours
5. TRAVEL START	_____	-Education Start LESS Travel Hours = Travel Start
6. TRAVEL END	_____	-Lunch End PLUS Travel Hours = Travel End

DATE	START TIME		END TIME	
		ME		ME / NL
-enter date from box (b)	-enter time from line 5		-enter time from line 6	

OVERNIGHT STAY

Complete this section if: The employee drove in the night before or stayed overnight at any time

-Enter all sections (a) - (d)
-List all Dates from departure to return
-Enter BS for business days and PL for all personal days
Note: BS includes ONLY the required travel and education days (is paid)
PL includes any "extra" days the employee has elected to stay (is not paid)
-List ONLY the Departure and Return Times (skip in-between days)
Note: Departure and Return Times are to / from the employee's HOME
Times should be adjusted for "extra" time incurred for personal reasons

-Enter all sections (e) - (g)
-List each Date of the EDUCATION sessions
-List Start and End Times of each day's session

TRAVEL DATES / TIME

D.O.W. (day of week) (a)	DATE (b)	BS PL	DEPARTURE TIME (c)	RETURN TIME (d)

ACTUAL EDUCATION DATES / TIMES

DATE (e)	START TIME (f)	END TIME (g)

PAYROLL INSTRUCTIONS (Overnight stay)

Departure day:
If Departure Time is *prior to* 08:00 -enter standard Start Time of 08:00
If Departure Time is *after* 08:00 -enter Start Departure Time from box (c)

In-between days:
Applies to all in-between days -enter standard Start Time of 08:00
Applies to all in-between days -enter standard End Time of 16:00

Return day:
If Return Time is *prior to* 16:00 -enter End Return Time from box (d)
If Return Time is *after* 16:00 -enter standard End Time of 16:00

DATE	START TIME		END TIME	
		ME		ME / NL
		ME		ME / NL
		ME		ME / NL
		ME		ME / NL
		ME		ME / NL
		ME		ME / NL
		ME		ME / NL