AIDT
ISO 9001: 2008
A Member of the Alabama Community College System

Direct Pay Invoice

This is a time card for your work and an invoice by which AIDT will pay for services rendered. Your time card must be accurate, legible and in clean condition. The AIDT pay period begins on the 16th day of the month and continues through the 15th day of the following month. For a time card/invoice requiring correction or received late, payment may be delayed. An invoice requiring reprocessing beyond the payroll cutoff date will result in your check being delayed until the next month's payroll. AIDT issues pay checks on the last working day of each month.

COMPLETE IN INK OR TYPE IN THE SHADED AREA. RETURN ORIGINAL COPIES ONLY.

Day Worked mm/dd/yy	Instructional Hours	Hours
1		=
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
		+
Define:		+
Define:		+
Define:		Total Hours

Name (as appears on your Social Security card)

Mailing Address

City, State, Zip + four

Last 4 of SS# Signature Date

Course(s) Taught:

THIS AREA TO BE COMPLETED BY AIDT

Rate Per	Total $
$	$
$	$
$	$
$	$
Total	$

- ☐ Pre-Employment
- ☐ Post-Employment
- ☐ On-The-Job
- ☐ New Skills
- ☐ General

Project Name: Location:

Project ID: Class ID:

Approved: AIDT Signature: Date:

AIDT - Montgomery Center
One Technology Court
Montgomery, Alabama 36116-3200
(334) 242-4158; FAX (334) 242-0299

AIDT - Mobile Center
1854 Ninth St., Brookley Complex
Mobile, Alabama 36615-4200
(251) 432-3336; FAX (251) 433-2675

AIDT - Sylacauga Center
300 W. 10th Street
Sylacauga, Alabama 35150
(256) 249-9844; FAX (256) 245-6889

AIDT - Huntsville Center
2903 Wall Triana Hwy., Suite 1
Huntsville, Alabama 35824-1537
(256) 461-7550; FAX (256) 461-8153