Direct Pay Invoice

This is a time sheet for your work and an invoice by which AIDT will pay for services rendered. Your time sheet 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 sheet/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.

Date Worked mm/dd/yy

Hours

Instructional Hours =

Non-Instructional Hours

Define each type of "Non-Instructional" Hours.

Define: _____ +

Define: _____ +

Define: _____ +

Name (as appears on your Social Security card)

Mailing Address

City, State, Zip + four

Total Hours

By signing below, I certify that I am NOT a state employee or higher education employee working for a four or two-year institution, and do NOT violate the Code of Alabama § 36-6-3. I also certify that as a city or county employee, I do NOT contribute to the Teachers' Retirement System or Employees' Retirement System and that all hours and dates for which I am requesting payment are accurate and unpaid.

Last 4 of SS# _____ Signature _____ Date _____

Course(s) Taught: _____

Project Name: _____ Location: _____

Project ID: _____ Class ID: _____

Approved: AIDT Signature: _____ Date: _____

THIS AREA TO BE COMPLETED BY AIDT

	Rate/Hour	Total $
x	$	$
x	$	$
x	$	$
x	$	$
	Total	$

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

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THIS FILLABLE FORM WORKS BEST USING "ADOBE ACROBAT READER"