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

Instructional Hours		=	Hours
Non-Instructional Hours			

Define each type of "Non-Instructional" Hours.

Define: _____ +

Define: _____ +

Define: _____ +

Total Hours

Name (as appears on your Social Security card)

Mailing Address

City, State, Zip + four

By signing below, I certify that I am NOT a contributing member of the Alabama Teachers' Retirement System or the Employees' Retirement System. I also certify all hours and dates for which I am requesting payment are accurate.

Last 4 of SS# _____ Signature _____ Date _____

Course(s) Taught: _____

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

Project Name: _____ Location: _____

Project ID: _____ Class ID: _____

Approved: AIDT Signature: _____ Date: _____

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