# AVID Time & Effort Log for St. Louis Public Schools

<table>
<thead>
<tr>
<th>Name____________________</th>
<th>Cell Phone________________________</th>
<th>Pay Period Start &amp; End Dates________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Begin Lunch*</th>
<th>End Lunch*</th>
<th>Time Out</th>
<th>Hours Wkd.*</th>
<th>Activity/School</th>
<th>Teacher Signature</th>
</tr>
</thead>
</table>

* Note: You are not permitted to work more than five (5) hours without at least a 30-minute break.

You are required to enter these times into the PeopleSoft (online) system IN ADDITION TO submitting this signed sheet:

**FAX** to Linda Bell or Lucy Hubert at 314-516-7483  
**or**  
**SCAN and EMAIL** to BellLin@umsl.edu and to hubertlc@umsl.edu

Telephone contacts: main RITE office phone: 314-516-7268  
or Linda Bell’s cell phone: 314-503-7201

***Note: you may look on our website for blank Time & Effort Log forms and payroll schedules: [www.umsl.edu/~rite](http://www.umsl.edu/~rite)

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