



**INSTRUCTORS REPORT:**

COURSE NAME \_\_\_\_\_

WCCC COURSE CODE \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_

**PAY LEVEL :**

INSTRUCTOR     EVALUATOR     HELPER

DATE	START TIME	END TIME	NO. HRS.	TOPIC/SUBJECT

The above information is true and correct to the best of my knowledge.

Signature, \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Payroll needs to process pay as soon as possible after the work is performed. Return your report as well as any other paper work to the PSTC as soon as the class is over. Multiple instructors reports must be used for classes in Excess of 24 hours. **PAY WILL NOT BE PROCESSED WITHOUT AN INSTRUCTORS REPORT.**