



# SUPERIOR COURT - INTERPRETER TIMESHEET



\* Name:  \* Phone:

\* Payable To:

\* Address:

\* Hours Worked for the Weeks of:

## WEEK 1

	DATE	AM	PM	FULL DAY	REMOTE HOURS	DUAL LANGUAGE \$	MILEAGE ROUND TRIP	TRAVEL TIME HOURS ROUND TRIP	PARKING \$	COMMENTS
MON	If handwritten, enter the date(s) worked for the two-week period.  Electronic version will auto populate.				Enter Remote Hours (if applicable)	Enter Dual Language Rate (if applicable)	Enter Mileage and Travel	Time based on the signed contract. These rates must match the contract or will be rejected for correction.	Enter Parking (if applicable)	Enter courthouse where assignment took place (if applicable):
TUE										
WED										
THU										
FRI										
	If worked a Full Day, only select Full Day- do not select both AM and PM for the same date.					When more than two languages are used, note the second language in the Comments column.				Depts. 1-15 = DTS Depts. 17-22 = OCH Depts. 23-54 = HOJ Depts. 55-58 = Traffic Depts. 60-79 = FJC Depts. 80-83 = JJ Depts. 84-89 = PA Depts. 105-110 = MH

## WEEK 2

MON
TUE
WED
THU
FRI

Total: If handwritten, total up each column. Electronic version will auto populate this row.

\* I am a:  WBS Type:

\* Vendor#  \* Signature  \* Date

### Payment Calculation

\* Language

Select Language. Only one language may be used per timesheet.

AM RATE:	<input type="text" value="Enter Half Day Rate"/>	# OF AM DAYS =	
PM RATE:	<input type="text" value="Enter Half Day Rate"/>	# OF PM DAYS =	For electronic version, this form will auto populate based on the entries made.
FULL RATE:	<input type="text" value="Enter Full Day Rate"/>	# OF FULL DAYS =	For handwritten timesheets, this section must be filled out and calculated by you to display each row that is applicable, with the TOTAL AMOUNT due.
REMOTE RATE:	<input type="text" value="Enter Remote Rate"/>		
DUAL LANGUAGE:			
MILEAGE RATE: \$0.625 JUL 1, 2022		ASSIGN #101937/938509	
TRAVEL TIME RATE: <input type="text" value="Enter Travel Time Rate"/>		ASSIGN #100285/938502	
PARKING:		ASSIGN #101938/938502	
TOTAL AMOUNT			

**NOTE:** The rates, mileage, and travel time all must match to what is in the contract signed. If there is any discrepancy, this will delay issuing payment.