



CSI - Idaho STAR Instructor Timesheet



Print Legal Name

First Name Last Name [No nicknames - legal name only]

CSI/Instructor ID #

Dept/Acct # 700-5021-70200

Shop/Site Mgr Hrs verified

Reviewer Lindsay Northness, Training Coordinator

Period Worked: From 1/10/2025 to 1/12/2025

Supervisor Sunshine Beer, Director

Include month & day(s)

Total Wages: \$ Timesheet Total Employee Sig Sign here - timesheets will not be processed without a signature.

I certify that I have performed the work listed.

FORM MUST BE SIGNED for processing.

Place a NUMBER in the appropriate box. No partial classes.

BRT - Instructor/Mentor table with columns for Instructor and Mentor, and rows for eBRT and Trad'l.

Mark boxes with number of courses taught for this time period (e.g., 1, 2).

Apprentice/Intern - Range and Intern/Inst. - Classroom tables with columns for class type and amount.

Apprentices & Interns use these fields.

Office Use Only column with multiple dollar signs and a note: Leave blank. If using online fillable form, this area will auto-calculate. Do not make adjustments.

Basic II/eBII table with rows for eBII and Trad'l.

Intermediate table with rows for Zoom, B (1), B (2), and Solo.

Enhanced Street table with rows for A, B, and Solo.

Riding Practice table with rows for A, B, and Solo.

Skills Retest table with rows for A and B.

Intro to Riding table with row for A.

On Call table with row for \$50.

For other assignments, write in total hours then provide explanation in the comments.

Other Hours Worked table with rows for Instructor in-training hours, Outreach duties, Site Manager/shop duties, Other special assignment, and Twin Falls adjustment.

For Site Manager or shop duties, list all work performed on Work Log on page 2 of Timesheet.

**To be completed by Training Coordinator based on pre-determined rate of pay and hours.

Comments Attended Spring Update Instructors teaching at TWI will receive additional pay for shuttling bikes, \$20 for each set-up and each tear-down, i.e., if you teach a 2-day class, that is 2 x AM and 2 x PM

TOTAL \$

Timesheets received in the CSI Business Office after the cut-off date for each month will be processed with the next month's payroll.

ALL timesheets must be completed in ink and signed by the employee and your supervisor. Use legal name only.

STAR Instructor Work Log

This form must be completed for any hours listed as "Other Hours Worked" on the Timesheet.

First Name

Last Name

No nicknames - legal name only

Complete this section front and back in the event the pages get separated.

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Date	# Hours	Rate of Pay	Description of training conducted or attended, outreach, Site Mgr or shop duties, etc.
1/11	3	\$24.00	Purchased fuel, refilled bikes, changed 3 levers, troubleshot bike #102

Put total hours on front side of Timesheet in appropriate "Other Hours Worked" section.

For Site Manager or shop duties, list all work performed on Work Log on page 2 of Timesheet.

Enter total hours on front of Timesheet under the appropriate "Other Work Performed" line(s).