SCUBA Instructor Pay Sheet

Instructor Name _____   Store # ____   Employee Number _____

Class Type _____   Start Date _____   End Date _____

Minimum pay requires approval in writing from the SCUBA Operations Manager immediately after the class orientation has been completed*
Approved By_____ Approval Date_____

	# of Students	Pay Per Student	*Minimum*	Extended Pay
Completed Regular Customers	C _____	$_____	x _____	$_____
Completed Private Customers	CP _____	$_____	x _____	$_____
Completed Employee Customers	CE _____	$_____	x _____	$_____
Drop Withdrew on/or before first class.	D1 _____	$_____	x _____	$_____
Drop Withdrew before completing 2/3 of course, Instructor receives 1/3 pay.	D2 _____	$_____	x _____	$_____
Drop Withdrew after completing 2/3 of course, Instructor receives full pay.	D3 _____	$_____	x _____	$_____
Transfer Out On or before first class. No Pay.	To1 _____	$_____	x _____	$_____
Transfer Out Completed 1/3 of course, then transferred. Instructor receives 1/3 pay.	To2 _____	$_____	x _____	$_____
Transfer Out Completed 2/3 of course, then transferred. Instructor receives 2/3 pay.	To3 _____	$_____	x _____	$_____
Referal Outgoing	RO _____	$_____	x _____	$_____
Referal Incoming	RI _____	$_____	x _____	$_____
Make Up Fees Class	_____	$_____	x _____	$_____
Make Up Fees Pool	_____	$_____	x _____	$_____
Make Up Fees Ocean	_____	$_____	x _____	$_____
			SubTotal	$ 0.00

Corporate Approval - for Payroll _____   Date _____   Total $ 0.00

Checklist: If paperwork is not complete, legible and in proper order, it will be returned to the Instructor.

__ Enclose the completed Pay Sheet & Class Roster Worksheet and Assistant Pay Sheet if applicable.

__ Enclose class tickets (pink copy). Complete with signatures and payments (tickets must have register validation with transaction information).

   · Group Class Tickets by student types and attach them in the order listed on the Class Roster.

__ Enclose a copy of the last page of each Student Record Folder for all Open Water students listed on the Class Roster Worksheet.

   Enclose a copy of the first page of the Student Record Folder for students from all other courses.

   If a student dropped the class, write DROP and the date the student dropped the class on the back of the Student Record Folder.

__ Enclose a copy of the Class schedule.

__ Include PADI PIC envelopes (complete & legible) with paperwork. Do No Seal..

__ Include Create A Buddy Forms if applicable (Open Water level, only). A copy of sponsor's C-Card is required. If enclosed, check here. _____

I have reviewed the instructor paperwork and verify that it is correct and complete.

_____   _____   _____   _____
Instructors Signature   **Date**   **Department Head Signature**   **Date**