



Direct Pay Invoice

This is a time card for your work and an invoice by which AIDT will pay for services rendered. Your time card must be accurate, legible and in clean condition. The AIDT pay period begins on the 16th day of the month and continues through the 15th day of the following month. For a time card/invoice requiring correction or received late, payment may be delayed. An invoice requiring reprocessing beyond the payroll cutoff day will result in your check being delayed until the next month's payroll. AIDT issues pay checks on the last working day of each month.

COMPLETE IN INK OR TYPE IN THE SHADED AREA. RETURN ORIGINAL, NO PHOTOCOPIES.

Instructional Hours	Day Worked mm/dd/yyyy																							Hours			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	=			
_____																										+	
Name (as it appears on your social security card) _____																										+	
Mailing Address _____																										+	
City, State, Zip + four _____																								Total Hours			
Last 4 Digits of Social Security Number _____																								_____	_____	Signature	Date

THIS AREA TO BE COMPLETED BY AIDT	
Rate Per	Total \$
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
Total	\$ _____
<input type="checkbox"/> Pre-Employment <input type="checkbox"/> On-the-Job <input type="checkbox"/> New Skills <input type="checkbox"/> General	

Project Name: _____ Location: _____

Job/Course Title: _____

Project ID: _____ Job I.D.: _____

Approved: AIDT Signature _____ Date: _____

AIDT - Montgomery Center
One Technology Court
Montgomery, Alabama 36116-3200
(334) 242-4158; FAX (334) 242-0299

AIDT - Mobile Center
1854 Ninth St., Brookley Complex
Mobile, Alabama 36615-4200
(251) 432-3336; FAX (251) 433-2675

AIDT - Sylacauga Center
300 W. 10th Street
Sylacauga, Alabama 35150
(256) 249-9844; FAX (256) 245-6889

AIDT - Huntsville Center
2903 Wall Triana Hwy., Suite 1
Huntsville, Alabama 35824-1537
(256) 461-7550; FAX (256) 461-8153