

MONROE TOWNSHIP SCHOOL DISTRICT
PAYROLL TIMESHEET – PARAPROFESSIONAL

Additional Hours

Print Name:	Employee #:
School:	Month/Year:

Board Approval Date: _____

<u>Additional Hours</u>				<u>Provide Reason for Additional Hours</u>
Day	Time In	Time Out	Total	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Additional Hours:				

I certify that the above is correct:

Employee's Signature

Date

Administrative Approval:

Principal/Date

Asst. Superintendent/Date

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Additional Hours

Print Name:	Employee #:
School:	Month/Year:

Board Approval Date: _____

<u>Additional Hours</u>				<u>Provide Reason for Additional Hours</u>
Day	Time In	Time Out	Total	
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total Additional Hours:				

I certify that the above is correct:

Employee's Signature

Date

Administrative Approval:

Principal/Date

Asst. Superintendent/Date