Somerset Hills School District

HOURLY TIMESHEET

Name: _____ **Date: _____**

PARAPROFESSIONALS: *MUST circle one
Classroom Para
Bus Para
After School Activities

SCHOOL: *MUST circle one
Bedwell Elementary School
Bernardsville Middle School
Bernards High School

***PLEASE COMPLETE ONE TIME SHEET FOR EACH TYPE OF WORK COMPLETED**

Work Type: _____ Rate: $_____ Total Amount: $_____

Date(s)	Time-In	Time-Out	Total Hours	Rate	Total

Please sign and return this completed form to your Supervisor for signature. Timesheets will be forwarded to the School Business Administrator for processing.

_____ _____

Employee's Signature **Supervisor's Signature**