



Somerset Hills School District

 **SUMMER INSTRUCTION** 

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Summer Instruction: \*MUST circle one**

Rates as per Board Agenda

**Math Support**

**History Support**

**Support Other:** \_\_\_\_\_

**BUDGET ACCOUNT #:** \_\_\_\_\_ (MUST be entered)

**\*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
TOTALS					

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

\_\_\_\_\_  
GRANT Supervisor's Signature (if applicable)