

PORTAL TIME SHEET USER GUIDE			
PROGRAM NAME	PORTAL TIME SHEET ENTRY NAME	COMMENT	Time Entry
Advanced Placement	Adv Placement	LIST SUBJECT	Start and End Times
Chaperone Duty Overnight 6th Grade Camp EB	6th Grade Camp EB	LIST EVENT	Per Duty
Chaperone Duty Overnight 6th Grade Camp WR	6th Grade Camp WR	LIST EVENT	Per Duty
Chaperone Duty Overnight EB	Chap Ovrnite EB	LIST EVENT	Per Duty
Chaperone Duty Overnight HS	Chap Ovrnite HS	LIST EVENT	Per Duty
Chaperone Duty Overnight WR	Chap Ovrnite WR	LIST EVENT	Per Duty
Chaperone Duty Weekday EB	Chaperone M-F EB	LIST EVENT	Per Duty
Chaperone Duty Weekday HS	Chaperone M-F HS	LIST EVENT	Per Duty
Chaperone Duty Weekday WR	Chaperone M-F WR	LIST EVENT	Per Duty
Chaperone Duty Weekend EB	Chaperone WkndEB	LIST EVENT	Per Duty
Chaperone Duty Weekend HS	Chaperone WkndHS	LIST EVENT	Per Duty
Chaperone Duty Weekend WR	Chaperone WkndWR	LIST EVENT	Per Duty
Curriculum Writing Full Year Course	CurrWriting EB / HS / WR	List subject and length of course	Per Duty
Curriculum Writing Marking Period Course	CurrWriting EB / HS / WR	List subject and length of course	Per Duty
Curriculum Writing Semester Course	CurrWriting EB / HS / WR	List subject and length of course	Per Duty
Door Duty HS	Door Duty	None Required	Per Duty
Enrichment Teacher EB	Enrichment EB	Class Name	Per Hour
Enrichment Teacher WR	Enrichment WR	Class Name	Per Hour
Extras Program Aide	Extra Prog Aide	None Required	Start and End Times
Extras Program Teacher	Extra Prog Teachr	None Required	Start and End Times
High Impact Tutoring	HI Tutor	None Required	Start and End Times
High Impact Meeting	HI Meeting	None Required	Start and End Times
Homework Club After School	Homework Club PM	None Required	Per Duty
Homework Club Before School	Homework Club AM	None Required	Per Duty
Instrumental Competitions EB	InstrumentComp EB	LIST EVENT	Start and End Times
Instrumental Competitions HS	InstrumentComp HS	LIST EVENT	Start and End Times
Instrumental Competitions WR	InstrumentComp WR	LIST EVENT	Start and End Times
Lunch Duty EB (\$50)	Lunch EB	None Required	Start and End Times
Lunch Duty WR (\$50)	Lunch WR	None Required	Start and End Times
Missed Prep Time	Missed Prep	Reason	Per Duty
Morning Duty EB	AM Duty EB	None Required	Per Duty
Morning Duty WR	AM Duty WR	None Required	Per Duty
Professional Development Training Pre-Work	Prof Dev Prework	Name of Class	Start and End Times
Saturday Detention	Sat Detention	None Required	Per Duty
Staff Workshop Instructor EB	Workshop Instruct EB	LIST TOPIC	Start and End Times
Staff Workshop Instructor HS	Workshop Instruct HS	LIST TOPIC	Start and End Times
Staff Workshop Instructor WR	Workshop Instruct WR	LIST TOPIC	Start and End Times
Vocal Competitions EB	VocalCompetition EB	LIST EVENT	Start and End Times
Vocal Competitions HS	VocalCompetition HS	LIST EVENT	Start and End Times
Vocal Competitions WR	VocalCompetition WR	LIST EVENT	Start and End Times
Instructional Planning EB	Instr Plan EB	LIST SUBJECT	Start and End Times
Instructional Planning WR	Instr Plan WR	LIST SUBJECT	Start and End Times
Instructional Planning HS	Instr Plan HS	LIST SUBJECT	Start and End Times
Weight Room Supervision	Weight Room	None Required	Start and End Times

\* If an employee doesn't see the correct Portal Time Sheet Entry Name on their profile, please reach out to Tara Reid, tarareid@parkridge.k12.nj.us.