



Somerset Hills School District
HOURLY TIMESHEET

Name: _____

Date: _____

IT Overtime

SCHOOL: *MUST circle one

Board Meeting

Bedwell Elementary School

PAC Events

Bernardsville Middle School

Graduation / Ceremonies

Bernards High School

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

Work Type: _____

Rate: \$ \$41.98

Total Amount: \$ _____

Date(s)	Event	Total Hours	Rate	Total

Please sign and submit the completed timesheet to your Supervisor for signature within 30 days of completing the work. Once signed, the timesheet will be forwarded to Payroll for processing.

Employee's Signature

Supervisor's Signature