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 # 11-240-100-101-01-00-00-030 (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 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**