



Somerset Hills School District

 SUMMER INSTRUCTION

Name: _____

Date: _____

Summer Instruction: *MUST check one

Rates as per Board Agenda

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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**

Date(s)	Time-In	Time-Out	Total Hours	Rate	Total
					0
					0
					0
					0
					0
TOTALS:			0		0

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