



Somerset Hills School District



## SUMMER INSTRUCTION



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

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

Summer Instruction: \*MUST check 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**

| Date(s)        | Time-In | Time-Out | Total Hours | Rate | Total |
|----------------|---------|----------|-------------|------|-------|
|                |         |          |             |      | 0     |
|                |         |          |             |      | 0     |
|                |         |          |             |      | 0     |
|                |         |          |             |      | 0     |
|                |         |          |             |      | 0     |
| <b>TOTALS:</b> |         |          | 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