



Somerset Hills School District
HOME INSTRUCTION TIMESHEET

Name: _____

Date: _____

PLEASE CHECK THE APPROPRIATE BOXES
CANNOT ACCEPT INCOMPLETE TIMESHEETS

☐ Teacher of Record

☐ Non Teacher of Record

☐ First three (3) weeks

☐ Beyond three (3) weeks

☐ Somerset Hills Student

☐ Bedminster Student

☐ Regular Education

☐ Special Education

PLEASE COMPLETE ONE TIME SHEET FOR EACH TYPE OF WORK COMPLETED

Please stipulate Preparation (P) or Instruction (I)

Date(s)	Time-In	Time-Out	Total Time	Student Name	P or I	Rate	Total
							0
							0
							0
							0
							0
							0
							0
							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

Date

Supervisor's Signature

Date

Article X: Home instruction will be compensated at \$75 per hour. The teacher of record will not be eligible for preparation time. The non teacher of record will be paid for one (1) hour of preparation per one (1) hour of work for the first three (3) weeks of the assignment. The non teacher of record will be paid for thirty (30) minutes of preparation per one (1) hour of work for any work beyond three (3) weeks.