WATCHUNG BOROUGH BOARD OF EDUCATION
HOURLY / ADDITIONAL PAY EMPLOYEE PAYROLL TIMESHEET
2021-2022

Name:_____ Month:_____
Position:_____ Project:_____
School:_____ Board Approved:_____

This form must be filled in COMPLETELY for each day worked and returned to the Business Office according to the 2021-2022 payroll schedule.

* All timesheets for extracurricular activites need to be submited prior to June 2022 unless payroll is notified to hold your timesheet until that time.

				Time Worked			
Day	Time In	Time Out	Lunch	Hours	Minutes	Notes	**Extra Curricular Salaries**
1							
2							Set Fee Activities
3							
4							
5							Activity:
6							
7							Amount:
8							
9							
10							Unit Fee Activities
11							
12							Activity:
13							
14							Number of Units:
15							
16							Amount per Unit:
17							
18							Total Amount:
19							
20							
21							
22							
23							Employee's Signature
24							
25							
26							
27							Supervisor's Signature
28							(Where Applicable)
29							
30							
31							
		Total:					Administrator's Signature

DO NOT WRITE BELOW THIS LINE

Payroll Calculation:		X		=		
	Hours/ Units		Rate		Total Pay	Board Secretary Review