

Hamilton Township Board of Education

1876 Dr. Dennis Foreman Drive
Mays Landing, NJ 08330
(609) 476-6306

TIMESHEET

Employee Name:

School:

(Print name clearly as it appears on your pay.)

Pay Period:

-

Pay Date:

***Failure to complete form properly and legibly could delay payment!**

<u>Day</u>	<u>Date</u>	<u>Hours/Days</u>	<u>Type of work completed</u>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
	Total Hours/Days:		
	Rate:		
	Total Pay:		

Employee Signature:

Date:

(Employee Responsibility - Complete form and give to Supervisor for their signature)

Supervisor Signature:

Date:

(Supervisor Responsibility - Your signature verifies total and rate of pay. Add account to be charged)

Account to be charged: