

*Approver Workflow Chart for All Time-Sheet Reports
2017-2018*

Montclair Public Schools

Types of Time-Reports	Approver 1	Approver 2	Approver 3	Final App/Process
Tutoring Time Reports	Building Principal	Dr. Kendra Johnson, Assistant Superintendent of Equity	n/a	Office of Payroll
All Title I Activities	Building Principal	Dr. Kendra Johnson, Assistant Superintendent of Equity	n/a	Office of Payroll
Athletics	Athletic Director/Building Principal	Building Principal	Emidio D'Andrea, SBA	Office of Payroll
Security Overtime	Building Principal	Dr. Felice Harrison-Crawford, Dir of Operations & School Support Services	Emidio D'Andrea, SBA	Office of Payroll
Custodial Overtime	Building Principal	John Eschmann, Director of Buildings & Grounds	Emidio D'Andrea, SBA	Office of Payroll
Class Coverage	Building Principal	LaMonica Mclver, Director of Personnel	n/a	Office of Payroll
Curriculum Writing	Building Principal	Dr. Kendra Johnson, Assistant Superintendent of Equity	n/a	Office of Payroll
Overtime (General)	Immediate Supervisor	LaMonica Mclver, Director of Personnel	Emidio D'Andrea, SBA	Office of Payroll
ABA/Home Instruction	Thomas Santagato, Dir of Special Ed	Emidio D'Andrea, School Business Administrator	n/a	Office of Payroll
All Other Extra Pay	Building Principal/Immediate Supervisor	LaMonica Mclver, Director of Personnel	Emidio D'Andrea, SBA	Office of Payroll