

TIME REPORTS

Montclair Board of Education
22 Valley Road
Montclair, NJ 07042

Name _____

SS # (last 4 numbers) _____

Address _____

School _____

Rate of Pay _____

Day	Date	Detailed Description of Work	Hours	Amount
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Complete weeks only - do not split weeks			Total	

Day	Date	Detailed Description of Work	Hours	Amount
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Complete weeks only - do not split weeks			Total	

Account # _____

Total Amount to be Paid

Time reports should be submitted no more than 2 weeks after work is performed.

MEA Contract 4.14(f) Employee time sheets shall be time/date stamped and signed by the employee on the date the time sheet is submitted for approval to the employee's immediate supervisor. Any time sheet submitted beyond 60 days after the hours are worked shall be cancelled and not paid, unless the employee complied with the time limits to submit for overtime, but management did not process the time sheet within the scheduled time period.

Authorization for payment

I certify that the information on this sheet is a correct representation of actual time worked for the MBoE.

Employee Signature

Date

You are responsible for your own records.
Please keep a copy.

APPROVALS	
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____