

**Monroe Township Schools**  
**TEACHER TAG**  
**TIME SHEET**

MONTH: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

POSITION: **TEACHER**

PRINT NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

*A completed timesheet (all signatures required) **must** reach the Payroll Department by the **fourth (4<sup>th</sup>)** of each month to be processed with the paychecks of the **fifteenth (15<sup>th</sup>)**.*

**PLEASE 'X' BOXES BELOW CORRESPONDING TO THE DATES WORKED**

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

I certify that the above is correct:

\_\_\_\_\_  
**Employee's Signature & Date:**

\_\_\_\_\_  
**Lead Teacher's Signature & Date**

\_\_\_\_\_  
**Vice-Principal's Signature & Date:**

\_\_\_\_\_  
**Assistant Superintendent Signature & Date**

Below for Payroll Use Only

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\_\_\_\_\_ **X** \_\_\_\_\_ = \_\_\_\_\_  
 Total Sessions                      Rate (\$77.56)