

# MONROE TOWNSHIP SCHOOL DISTRICT

## PAYROLL TIMESHEET – HOME INSTRUCTION

Submit on  
Yellow Paper

<b>Teacher:</b>	<b>Employee #:</b>
<b>School:</b>	<b>Month/Year:</b>
<b>Pupil:</b>	
<b>Subject (s):</b>	

Home instruction was rendered on the days and for the number of hours indicated below. **Please report only in terms of 1 hour, 1-1/2 hours or 2 hours per day.** Each numbered block represents the calendar date. Place number of hours worked for the specific date.

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

Total Hours \_\_\_\_\_ Rate \_\_\_\_\_ Total Amount \_\_\_\_\_

**I certify that the above is correct:**

\_\_\_\_\_

**Employee's Signature** **Date**

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**Administrative Approval:**

\_\_\_\_\_

**Principal/Date**

\_\_\_\_\_

**Director/Date** **Assistant Superintendent/Date**

**A fully executed affidavit must reach the Payroll Department at least fifteen (15) working days PRIOR TO THE NEXT SCHEDULED PAY DATE. Please allow 2 to 3 days prior to this date to process through Pupil Personnel Services and Assistant Superintendent.**