

Proper Timesheet Procedure

1. Receive a timesheet from the Secretary of the school at which you have worked upon first shift worked in the new pay period
2. Begin filling out your timesheet after each day you have worked
3. Properly Date each entry and list the total amount of earnings for each day
4. Under 'Activity' write either "Sub Teacher" or "Sub Para" + which location you worked at (PMR Pre K, Caruso Pre K, CES, JCS or KHS) + the last name of the teacher you replaced for that day
5. Hold onto your timesheets and keep track of them- you are responsible for them
6. When you are ready to hand your timesheet in, make sure you have it signed by the appropriate Principal or Supervisor
7. Submit your completed and signed timesheet to a school secretary
Please Submit 4+ days before the upcoming pay period

REMEMBER:

- All timesheets must be submitted 4+ days before each pay period - Pay dates are the 15th and 30th of every month, unless the date falls on a weekend or holiday, then it will be the last working day prior to that date
- Enter each date you work as you go along to avoid double entries/missed entries

If you should have any questions about timesheets or payroll, feel free to contact Margaret LaFoe by email at mలాfoe@keansburg.k12.nj.us or my office number, which is 732-787-2007 x2435