Cliffside Park Public Schools
TIME SHEET: HOME TUTORING

Signature, Employee

Signature, Director of Special Services

Approved

EMPLOYEE NAME:

MONTH:

PLEASE REFER TO INSTRUCTIONS BELOW

STUDENT HOME-BASED SCHOOL	STUDENT FIRST/LAST INITIAL	DATE TUTORED	TOTAL HOURS	AMOUNT DUE

STUDENT HOME-BASED SCHOOL	STUDENT FIRST/LAST INITIAL	DATE TUTORED	TOTAL HOURS	AMOUNT DUE

IT IS ESSENTIAL THAT ALL BOXES (INCLUDING TOTALS) ARE FILLED IN TO GUARANTEE PAYMENT. ANY INCOMPLETE TIME SHEETS WILL BE RETURNED TO EMPLOYEE AND WILL DELAY PAYMENT PROCESS.

TOTAL HOURS:

HOME TUTORING MUST BE SUBMITTED MONTHLY AND NOT HELD UP TO ACCUMLATE MULTIPLE MONTHS INTO ONE PAYMENT.

AMOUNT DUE:

THIS ORIGINAL FORM MUST BE SENT TO THE SPECIAL SERVICES DEPT. FOR APPROVAL BY THE 1ST WORKING DAY OF EACH MONTH. NO FAXED COPIES. ORIGINAL SIGNED FORMS ONLY.

WITHIN 2 DAYS OF RECEIPT AND APPROVAL BY THE SPECIAL SERVICES DEPT, THE ORIGINAL FORM WILL THEN BE SENT TO THE PAYROLL DEPT. FOR PROCESS WITH THE PAYROLL OF THE 15TH.