

PAYROLL Time Sheet for Additional Hours Worked by Employee

THE BOARD OF EDUCATION OF THE BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT

580 Erial Road, Blackwood, NJ 08012; Phone (856)227-4106; Fax (856)401-8763

Employee _____

Event _____

School _____

Date of Event _____

Department _____

# of Hours	Description of Duties	Hourly Rate	Total

THIS FORM MUST BE COMPLETED AND SIGNED BY BOTH THE EMPLOYEE AND THE BUILDING ADMINISTRATOR/DEPARTMENT SUPERVISOR

(Employee Signature)

(Administrator/Department Supervisor Signature)

Submit to Payroll upon completion