

# *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 \_\_\_\_\_

| Date | # of Hours | Description of Duties | Hourly Rate | Total |
|------|------------|-----------------------|-------------|-------|
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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