


**WAYNE PUBLIC SCHOOLS
PAYROLL TIMESHEET**

SUBSTITUTE NURSES

Printed Name:	Date From:	Date To:
Last 4 digits of Social Security #	Account Code:	

Date	Location	Capacity	Time In	Time Out	Total Hours	Initiated by	
Total Hours Must be Filled In							

I do solemnly Declare and Certify under penalties of the law that the stated bill is correct in all its particulars: that the articles have been furnished or services rendered as stated therein: that no bonus has been given or received by any person or person within the knowledge of this claimant in connections with the above claim: that the amount therein stated is justly due and owing: and that the amount charged is a reasonable one.

Employee Signature _____ PRINT Name of Supervisor / Principal _____

BOARD APPROVAL DATE _____ Signature of Supervisor / Principal _____

Signature of Accountant _____

Instructions for Completing Payroll Timesheets

1. Blank Payroll Timesheet forms may be obtained at any school office or from the Receptionist or Payroll Dept at the Wayne Board of Education at 50 Nellis Drive.
2. Name: Print Full Legal name (Last, First)
3. Social Security Number: Print the **LAST FOUR DIGITS** of your Social Security Number
4. Date From-Date To: Print month and payroll period. Example: 9/1/15 to 9/15/15 or 9/16/15 to 9/30/15 (31, if applicable, i.e. Oct, Dec, Jan, Mar, May, July).
5. Date: Print the date worked in this manner: Example 9/3/15
6. Location: Print the name of the school where you are working for that date.
7. Capacity: Print the capacity in which you are working for that day or time period. Examples: Ex Pay, Detention, Home Instruction, etc.
8. Time In, Time Out: Record the time that you commence performing your assigned position and the time that you finish your assigned duties. Determine the number of hours worked to the nearest 5 minutes.
10. Initialed by: When the previous information is completed, proceed to the school office where the Principal or designated representative will initial your timesheet for the day. Also have the Principal or supervisor sign his/her name on the bottom. For bedside (home instruction) teaching, parent or guardian must sign timesheet in the Initialed by column.
11. Timesheet Submission to Payroll Department: Use the calendar posted in school secretary's office or on the wayneschools.com website. Send the completed payroll sheet to the payroll department at the board office.
12. Required signatures will be the employee signature in ALL cases and the printed name and signature of Supervisor/Building Principal. Signatures of Accountant and Central Office Administrator will be the responsibility of the Payroll Dept.

If you have any questions, please call the Payroll Dept at (973) 317-2123.