2018-2019
MENDHAM BOROUGH SCHOOL DISTRICT

PAYROLL VOUCHER

<u>ONLY ONE RATE PER TIMESHEET</u>

SCHOOL AND/OR DEPT | **EMPLOYEE NAME: (LAST, FIRST)**

YEAR:_______ MONTH & DAY	HOURS WORKED FROM	 TO	PERIODS, HOURS, CLASSES OR DAYS (Circle one)	Rate Code	ADDITIONAL INFORMATION / ASSIGNMENT	RATE
					OTHER: DESCRIPTION, BOARD APPROVAL DATE	
TOTAL HOURS / DAYS (Circle one):						

All dates, hours worked and type (hourly, daily, etc.) must be completely filled out. Clubs and sports stipends should attach schedule or list of meeting dates to this voucher.

I certify that the above services were performed by me and that the time stated as worked is true and correct in every aspect.

SIGNATURE, PRINCIPAL OR OTHER ADMINISTRATOR | EMPLOYEE'S SIGNATURE | DATE

TIMESHEET MUST BE SUBMITTED WITHIN THE
MONTH FOLLOWING THE MONTH THAT SERVICES WERE RENDERED
ONLY ONE MONTH OF DATA PER TIMESHEET WILL BE ACCEPTED

Shaded areas not completed will necessitate sending the timesheet back for correction and possible delay in payment until next pay period