



THE NEW YORK CITY DEPARTMENT OF EDUCATION

Hourly Professional Personnel Time Report

- 1. A time sheet, in duplicate, must be maintained for each person assigned. Print all entries in ink.
2. Fill in all required information. Signatures must be original and in ink.
3. Keep one copy of this Time Report for Payroll Record File.

FOR PAYROLL PERIOD ENDING:

Form with fields for: LAST NAME, FIRST, M.I., SCHOOL NUMBER, BORO, PROGRAM NAME, DISTRICT, BUDGET CODE, QUICK CODE, HOME ADDRESS, City, State, Zip Code, CHECK HERE IF NON-RESIDENT OF NEW YORK CITY, LICENSE, FILE NUMBER, SOCIAL SECURITY NUMBER, POSITION TITLE, POSITION SYMBOL, OFFICIAL WORK HOURS, SOCIAL SECURITY ALREADY DEDUCTED ON DEPARTMENT OF EDUCATION PAYROLL?

Table with columns: DATE, IN, OUT, SIGNATURE, Lunch/Supper, DATE, IN, OUT, SIGNATURE, Lunch/Supper. Rows 1-16 for daily entries, and a final row for TOTAL DAYS/HOURS WORKED.

I hereby certify that I have read and understand the Chancellor's Regulation C-175 on Per Session Employment and the summary that is listed on the reverse side of this form. In addition, I hereby certify that I have served in the program at the exact time indicated herein. I understand that any material misrepresentation of fact provided by me on this form will result in appropriate disciplinary action.

I hereby certify that I am familiar with Chancellor's Regulation C-175 regarding Per Session Employment. Additionally, the employee for whom this timesheet is being submitted has indicated his/her familiarity with the same regulation. I additionally certify that I have examined this report and find the time and other information indicated herein are correct to the best of my knowledge, information and belief. I understand that any material misrepresentation of fact provided by me on this form will result in appropriate disciplinary action.

EMPLOYEE SIGNATURE DATE

SIGNATURE OF SUPERVISOR OR TEACHER IN CHARGE/COORDINATOR DATE