

**BERWICK AREA SCHOOL DISTRICT
TIMESHEET 2023-2024 SCHOOL YEAR**

Name _____

Total Hours Worked _____ **Hourly Rate** Instructional \$28.00 Other _____
(Week 1 + Week 2) Non-Instructional \$27.00

Description of Activity _____

Timesheet Details – Please enter the date, start & end times and total hours accordingly.

Week 1				
		From	To	# of Hrs.
Mon	/ /			
Tue	/ /			
Wed	/ /			
Thu	/ /			
Fri	/ /			
Sat	/ /			
Sun	/ /			
Total Hours for Week				

Week 2				
		From	To	# of Hrs.
Mon	/ /			
Tue	/ /			
Wed	/ /			
Thu	/ /			
Fri	/ /			
Sat	/ /			
Sun	/ /			
Total Hours for Week				

Account Charged - Please check the appropriate box for account code determination.

SUMMER MAINTENANCE <input type="checkbox"/> 10-2620-182	SUMMER HOURS, KINDERGARTEN ORIENTATION & REGISTRATION	FEDERALLY FUNDED TUTORING & TRANSLATING (TITLE III) <input type="checkbox"/> 10-1110-122-471 SEL SUMMER PROGRAM (ESSER III ARP) <input type="checkbox"/> 10-1420-122-994 SUMMER SCHOOL (ESSER III ARP) <input type="checkbox"/> Professionals 10-1420-122-995 IDEA 520 (SECTION 611) ESY <input type="checkbox"/> Professionals 10-1290-122-520-0ESY <input type="checkbox"/> Speech Professionals 10-1225-122-520-0ESY <input type="checkbox"/> FT Aides 10-1290-191-520-0ESY <input type="checkbox"/> PT Aides 10-1290-192-520-0ESY IDEA 520 (SECTION 611) PARAPROFESSIONALS <input type="checkbox"/> FT Aides 10-2836-191-520 <input type="checkbox"/> PT Aides 10-2836-192-520 IDEA 520 (SECTION 611) IN-HOME INSTRUCTION <input type="checkbox"/> Spec Ed only 10-1290-122-520
POOL <input type="checkbox"/> 58-3310-132	GUIDANCE PROFESSIONALS	
OVERTIME <input type="checkbox"/> Custodial 10-2620-183 <input type="checkbox"/> Maintenance 10-2620-163 <input type="checkbox"/> School Police 10-2660-133	<input type="checkbox"/> Nesc 10-2122-122-000-10-220 <input type="checkbox"/> West Berwick 10-2122-122-000-10-230 <input type="checkbox"/> Salem 10-2122-122-000-10-240 <input type="checkbox"/> MS 10-2122-122-000-30-500 <input type="checkbox"/> HS 10-2122-122-000-30-800	
CURRICULUM (Writing/Rev) <input type="checkbox"/> 10-2260-122	KINDERGARTEN PROFESSIONALS	
HOMEBOUND <input type="checkbox"/> 10-1430-122	<input type="checkbox"/> Nesc 10-1110-122-000-10-220 <input type="checkbox"/> West 10-1110-122-000-10-230 <input type="checkbox"/> Salem 10-1110-122-000-10-240	
NURSE <input type="checkbox"/> ESY 10-2440-122-520-0ESY <input type="checkbox"/> Nurses Conf. 10-2834-122	LIFE SKILLS PROFESSIONALS	
BARK (Grant funded locally) <input type="checkbox"/> 10-1110-122-BARK	<input type="checkbox"/> West (Elem Wide) 10-1211-122-000-10-230	
DEAN OF STUDENTS (Summer) <input type="checkbox"/> MS 10-1110-122-000-30-500 <input type="checkbox"/> HS 10-1110-122-000-30-800	SPEECH PROFESSIONALS	
	<input type="checkbox"/> Nesc 10-1225-122-000-10-220 <input type="checkbox"/> West 10-1225-122-000-10-230 <input type="checkbox"/> Salem 10-1225-122-000-10-240	
	OTHER (NOT BUDGETED) <input type="checkbox"/> _____	

Payroll reserves the right to return incomplete/unsigned timesheets for completion. Please adhere to the payroll schedule. Late timesheets will be processed the following pay cycle. **DO NOT HOLD TIME CARDS.** The District is assessed penalties and interest for late payroll reporting to retirement.

Employee Signature

Principal/Supervisor Approval

Date Submitted