

**BERWICK AREA SCHOOL DISTRICT
TIMESHEET 2022-2023 SCHOOL YEAR**

Name _____

Total Hours Worked _____ Hourly Rate Instructional \$27.50 Other _____
(Week 1 + Week 2) _____ Non-Instructional \$26.50

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
POOL <input type="checkbox"/> 58-3310-132	GUIDANCE PROFESSIONALS	TUTORING & TRANSLATING (TITLE III) <input type="checkbox"/> 10-1110-122-471
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	STAFF DEVELOPMENT (ESSER II) <input type="checkbox"/> Wilson Training (only) 10-2271-122-989
CURRICULUM (Writing/Rev) <input type="checkbox"/> 10-2260-122	KINDERGARTEN PROFESSIONALS	SEL SUMMER PROGRAM (ESSER III ARP) <input type="checkbox"/> 10-1420-122-994
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	SUMMER SCHOOL (ESSER III ARP) <input type="checkbox"/> Professionals 10-1420-122-995 <input type="checkbox"/> Aides 10-1420-192-995
NURSE <input type="checkbox"/> ESY 10-2440-122-520-0ESY <input type="checkbox"/> Sub Aide (HRT) 10-2440-192 <input type="checkbox"/> Nurses Conf. 10-2834-122	LIFE SKILLS PROFESSIONALS	AFTER SCHOOL TUTORING (ESSER III ARP) <input type="checkbox"/> 10-1450-122-996
BARK (Grant funded locally) <input type="checkbox"/> 10-1110-122-BRK	<input type="checkbox"/> West (Elem Wide) 10-1211-122-000-10-230	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
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	IDEA 520 (SECTION 611) PARAPROFESSIONALS <input type="checkbox"/> FT Aides 10-1290-191-520-0PAR <input type="checkbox"/> PT Aides 10-1290-192-520-0PAR
	<input type="checkbox"/> Salem 10-1225-122-000-10-240	IDEA 520 (SECTION 611) IN-HOME INSTRUCTION <input type="checkbox"/> Spec Ed only 10-1290-122-520
	OTHER (NOT BUDGETED) <input type="checkbox"/> _____	*NEW* LOCALLY FUNDED
		MENTAL HEALTH/SEL (United Way Grant) <input type="checkbox"/> Minding Your Mind 10-3390-122-101 <input type="checkbox"/> After School (5 th & 6 th) HW Club/ SEL Educ. 10-1450-122-101-30-500

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