

PERSONNEL TIME REPORT

THE NEW YORK CITY DEPARTMENT OF EDUCATION

PERSONNEL TIME REPORT

Last Name: _____ First Name: _____ Initial: _____
 Program: _____ District: _____ Budget Code: _____ Project _____
 School Number _____ Boro: _____ For Period Ending: _____
 Home Address _____ Zip Code: _____ Non-Resident of NYC _____
 License: _____ File Number: _____ Social Security No: _____
 Position Title: _____ Position Symbol: _____
 Official Work Hours: From _____ to _____ Social Security already deducted on Board of Education Payroll: Yes No

DATE	IN	OUT	SIGNATURE	LUNCH/ SUPPER	DATE	IN	OUT	SIGNATURE	LUNCH/ SUPPER	
1					17					
2					18					
3					19					
4					20					
5					21					
6					22					
7					23					
8					24					
9					25					
10					26					
11					27					
12					28					
13					29					
14					30					
15					31					
16					TOTAL DAYS/HOURS WORKED					

I hereby certify that I have served in this program at the exact time indicated hereon:

I hereby certify that I have examined this report and find the time and other information indicated hereon are correct to the best of my knowledge, information and belief.

_____ Employee
 _____ Supervisor or Tchr. In Charge Coordinator
 _____ District Supt. Or Designee

1. A time sheet, in duplicate, must be maintained for each person assigned. Make entries in ink.
 2. Fill in all required information.
 3. Keep one copy of this Time Sheet for Payroll Record File.
- * One hour for Lunch/30 minutes for Supper