

OVERTIME REPORT

MONTCLAIR BOARD OF EDUCATION

22 Valley Road, Montclair, NJ 07042

Name _____

SS # (last 4 numbers) _____

Location _____

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Day	Date	Detailed Description of Work Performed	x if Rental	Time		# of Hours	Payroll Use Only		
				From	To		S/T	O/T	D/T
Sun									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Total Hours									

Complete weeks only - do not split weeks.
The week starts on Sunday and ends on Saturday. Do not combine weeks

Time reports should be submitted and will be paid based on the Payroll Schedule for Time Report/ Overtime Reports/Home Instruction. Please sign & date your time report or it will be returned to you, delaying payment.

MEA Contract 4.14(f) Timesheets will be submitted to the district designee within 30 days after the hours are worked. The district will pay the employee within 30 days of submission.

Authorization for payment

I certify that the information on this sheet is a correct representation of actual time worked for the Montclair Board of Education.

Employee Signature

Date

You are responsible for your own records. Please keep a copy.

CENTRAL OFFICE USE ONLY

_____ Day School	11-000-262-100-020-31-58	_____	_____ x _____ = _____
_____ Rental	11-800-330-100-000-00-10	_____	S/T Hrs Rate
_____ Clerical CO	11-000-230-100-020-99-08	_____	_____ x _____ = _____
_____ Clerical	11-000-240-105-020-00-06	_____	O/T Hrs Rate
_____ Ath. Trans.	11-000-270-162-000-28-65	_____	_____ x _____ = _____
_____ Security	11-000-266-100-010-36-06	_____	D/T Hrs Rate
_____ Security HS Ath	11-402-100-100-020-28-65	_____	
_____ Fitness Center	11-402-100-100-030-28-65	_____	
_____ Tech	11-190-100-106-050-35-22	_____	
_____ Other	_____	_____	
			GRAND TOTAL _____