

PORT JEFFERSON SCHOOL DISTRICT

INSTRUCTIONAL STAFF ADDITIONAL DUTIES

Employee Time Sheet

Name: \_\_\_\_\_

(Please Print)

School/Office \_\_\_\_\_

Type of Service (PLEASE CHECK ONE)

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ELEMENTARY SCHOOL CHAPERONE A28501701

MIDDLE SCHOOL CHAPERONE A28501704

HIGH SCHOOL CHAPERONE A28501707

DETENTION-TUTORING-REGENTS REVIEW A2110152

ATHLETICS CHAP-TIMER-FIT. CENTER A2855170

INTRAMURALS A28501501

CURRICULUM WRITING A2010150

TRANSLATING A2110154

WORKSHOP A2010170

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OVERNIGHT CHAPERONE A28551508

MONITORING-SPRING-POOL A131016508/9

AFTER SCHOOL SUP A28501704

DUTY COVERAGE A2110120/30

PROCTORING A28501707

PROFESSIONAL\*

OTHER

*\*Professional defined as the following-a singular class coverage and any item specified in the PJTA contract.*

	DATE	TIME IN	TIME OUT	TIME WORKED	DESCRIPTION
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total					

I CERTIFY THIS FORM IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Payroll Use Only\*\*\*

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Total Hours

Hourly Rate

Payment Due

Payroll Date Paid

Initials