

June 26, 2006

**TO:** Directors, Private Schools for the Disabled

**FROM:** Katherine P. Attwood, Director  
Office of Fiscal Policy & Planning, Division of Finance

**SUBJECT:** Annual Information – Fiscal Year 2006-2007 - Private Schools for the Disabled – Employee Time Record

In accordance with N.J.A.C. 6A:23-4.4(a)10, an approved private school for the disabled shall prepare a payroll that is supported by an accurate employee time record in a format prescribed or approved by the Commissioner, signed by the employee and supervisor, prepared in the time period in which the work was done and completed at minimum semi-monthly. An employee time record shall be prepared for all employees of the private school for the disabled including all administrative employees. The Department of Education has two prescribed employee time records: one for an individual employee and one for multiple employees which are attached.

If a private school chooses not to use one of the attached formats, the school must receive Commissioner approval of its form prior to implementing its use. When requesting approval of an alternative format, please provide a copy of the proposed format.

Please forward this information to the appropriate personnel in the school's administrative offices including the school business manager and bookkeeper(s).

KPA/JV/G:\Elise\Annual Information\2006-2007\2006-2007 Employee Time Record.doc

Attachments

c: Isaac Bryant  
Albert A. Monillas  
William King  
Barbara Gantwerk  
Yut'se Thomas  
Raymond Montgomery  
Cecelia Downey  
Lisa McCormick  
County Superintendents  
County School Business Administrators  
County Supervisors of Child Study  
Judy Vazquez  
Jim Verner  
Elise Sadler-Williams