

June 18, 2004

TO: Directors, Private Schools for the Disabled

FROM: Richard Rosenberg, Assistant Commissioner
Division of Finance

SUBJECT: Annual Information – 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).

RR/JV/2004-2005 employee time record.doc

Attachments

c: Dwight Pfennig
J. Michael Rush
Gloria Hancock
Isaac R. Bryant
Albert A. Monillas
Judith Weiss
Katie Attwood
Barbara Gantwerk
Cecelia Downey
County Superintendents
County School Business Administrators
County Supervisors of Child Study
Judy Vazquez
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