



## State of New Jersey

DEPARTMENT OF EDUCATION  
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JON S. CORZINE  
Governor

LUCILLE E. DAVY  
Commissioner

June 28, 2007

TO: Directors, Private Schools for Students with Disabilities

FROM: Katherine P. Attwood, Assistant Commissioner  
Division of Finance *Katherine P Attwood*

SUBJECT: Annual Information – Fiscal Year 2007-2008 - Private Schools for Students with Disabilities – Employee Time Record

In accordance with N.J.A.C. 6A:23-4.4(a)10, an approved private school for students with disabilities 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 students with disabilities 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\2007-2008\2007-2008 Employee Time Record.doc

#### Attachments

c: Willa Spicer  
Barbara Gantwerk  
William King  
Donna Arons  
Beth Brooks  
Robert J. Cicchino  
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