



State of New Jersey  
DEPARTMENT OF EDUCATION  
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Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

June 9, 2011

TO: Directors, Private Schools for Students with Disabilities

FROM: Yut'se O. Thomas, Acting Assistant Commissioner  
Division of Finance & Regulatory Compliance *YOT*

SUBJECT: Annual Information – Fiscal Year 2011-2012 - Private Schools for Students with Disabilities – Employee Time Record

In accordance with N.J.A.C. 6A:23A-18.4(a)10 (formerly 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).

YOT/PS/esw/G:\Annual Information\2011-2012\2011-2012 Employee Time Record Memo Final.doc

Attachments

c: Barbara Gantwerk  
Robert J. Cicchino  
John Worthington  
Patricia C. Scott  
Lisa McCormick  
Elaine Lerner  
Jim Verner  
Elise Sadler-Williams