



## Employee Time Record

In accordance with N.J.A.C. 6A:23A-18.5(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. The forms are in excel format within separate tabs within the same excel file.

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

Upon receipt of written approval from the Commissioner, or his or her designee, APSSDs may use an electronic time record system in lieu of the Commissioner-prescribed format. Approval shall continue unless and until an APSSD alters the system or engages the services of a new provider for the electronic time record system.