

**JEFFERSON TOWNSHIP BOARD OF EDUCATION
OVERTIME/EXTRATIME VOUCHER**

NAME: _____ DATES: From _____ to _____

						FOR PAYROLL USE ONLY		
DATE	SCHOOL	REASON	RATE FACTOR	# OF HOURS WORKED	SUPERVISOR'S APROVAL	RATE		GROSS PAY
						Hourly	Daily	
Totals:								

CLAIMANT'S CERTIFICATION

I declare that the goods and/or services itemized on this voucher have been tendered, that no bonus has been received by any person with the knowledge of the deponent; that the bill it true and correct.

Rate Factor:
 1.0 – Regular
 1.5 – Overtime
 2.0 – Sunday/Holiday

Signature of Employee: _____