

Wallkill Valley Time Sheet

NAME

Melissa Bischoff

MONTH/YEAR

Summer 2024

Position/Program

CST

DATE	HOURS START	HOURS END	TOTAL	DESCRIPTION OF WORK PERFORMED
6/17	9:00	10:00	1	Email, situation, diplomas
6/18	9:00	11:30	2.5	su training, Guidance failures
6/24	9:00	10:00	1	
6/24	9:00	1:00	4	CASA, Exits
7/7	9:00	10:00	1	Emails
7/8	9:00	11:30	2.5	phone calls, LQ at DCPD
7/9	9:00	11:30	2.5	prop, mtg setup
7/10	9:00	12:00	3	mtg, mtg
7/11	12:00	12:30	.5	phone calls
7/22	9:00	1:00	4	setup, mtg.
7/25	3:00	4:00	1	Emails
7/30	12:00	1:00	1	Emails

24 hours

Signed, Employee

Date

Approved by: Supervisor

Date

GIVE OR FAX (973) 827-8318 TO DANA ORTIZ (PAYROLL) 5 BUSINESS DAYS BEFORE PAYDAY

PAY DATES

Fri. March 15
Thurs. March 28

Mon. April 15
Tues. April 30

Wed. May 15
Thurs. May 30

PAYROLL TIMESHEET DUE DATES

Mon. March 11
Fri. March 22

Tues. April 4
Wed. April 24

Thurs. May 9
Thurs. May 23

24 hrs @ \$51

TIME SHEETS MUST BE IN NO LATER THAN 10AM ON THE DUE DATE

NAME Melissa Bischoff

MONTH/YEAR August 2024

Position/Program[illegible]

Signed-Employee

Date _____

Approved by: Supervisor

Date _____

GIVE OR FAX (973) 827-8318 TO DAMA ORTIZ (PAYROLL) 5 BUSINESS DAYS BEFORE PAYDAY

PAY DATES

Thurs. June 13

Fri. June 28

Mon. July 15

Tues. July 30

Thurs. Aug 15

Fri. Aug 30

PAYROLL TIMESHEET DUE DATES

Fri. June 7

Mon. June 24

Tues. July 9

Tues. July 23

Thurs. Aug 8

Mon. Aug 26

TIME SHEETS MUST BE IN NO LATER THAN 10AM ON THE DUE DATE

Wallkill Valley Time Sheet

NAME Lee Ellen Pisano

MONTH/YEAR July - August

Position/Program LDT-C / CST

[illegible]

Signed-Employee

Date _____

Approved by: Supervisor

Date _____

GIVE OR FAX (973) 827-8318 TO DANA ORTIZ (PAYROLL) 5 BUSINESS DAYS BEFORE PAYDAY

PAY DATES

Thurs. June 13

Fri. June 28

Mon. July 15

Tues. July 30

Thurs. Aug 15

Fri. Aug 30

PAYROLL TIMESHEET DUE DATES

Fri. June 7

Mon. June 24

Tues. July 9

Tues. July 23

Thurs. Aug 8

Mon. Aug 26

TIME SHEETS MUST BE IN NO LATER THAN 10AM ON THE DUE DATE

Wallkill Valley Time Sheet

NAME Loe Ellen Pisano

MONTH/YEAR August 2024

Position/Program LDI-C / CST

DATE	HOURS START	HOURS END	TOTAL	DESCRIPTION OF WORK PERFORMED
8/13	11	12 ⁰⁰	1.0	Schedule new student Tutor 1st hour
8/15	8	10	2.0	CASE management Review 9th & 12 grade schedules
8/19	10	11	1.0	Schedule - TIC + International Emails
8/20	9 ³⁰	11 ³⁰	2.0	CASE mgmt. - Emails TIC up
8/22	10	11	1.0	File Emails - Parents R. Scheduling
8/27	9	10	1.0	Return calls & Emails
8/28	12	1	1.0	Wager 8 p.m.

9 hours

[Signature]
Signed-Employee

8/28/24
Date

[Signature]
Approved by: Supervisor

8/28
Date

GIVE OR FAX (973) 827-8318 TO DANA ORTIZ (PAYROLL) 5 BUSINESS DAYS BEFORE PAYDAY

PAY DATES

Thurs. June 13
Fri. June 28

Mon. July 15
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Thurs. Aug 15
Fri. Aug 30

PAYROLL TIMESHEET DUE DATES

Fri. June 7
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Tues. July 9
Tues. July 23

Thurs. Aug 8
Mon. Aug 26

9 h/d

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Wallkill Valley Time Sheet

NAME Lauren Donohue

MONTH/YEAR June - August

Position/Program Summer Guidance

DATE	HOURS START	HOURS END	TOTAL	DESCRIPTION OF WORK PERFORMED
6-17-24	8:00 AM	2:00 PM	6	
6-18-24	8:00 AM	2:00 PM	6	
6-20-24	8:00 AM	2:00 PM	6	
7-17-24	8:00 AM	1:00 PM	5	
7-18-24	10:30 AM	2:00 PM	3.5	
7-23-24	10:30 AM	2:00 PM	3.5	
7-25-24	8:00 AM	2:00 PM	6	
7-29-24	10:30 AM / 12:30 PM	11:30 AM / 2:00 PM	2.5	
8-5-24	8:00 AM	2:00 PM	6	
8-20-24	8:00 AM	11:30 AM	3.5	
8-21-24	8:00 AM	2:00 PM	6	
			54	Total

Lauren Donohue
Signed-Employee

8-28-24
Date

V. Leger
Approved by: Supervisor

8/28
Date

GIVE OR FAX (973) 827-8318 TO DANA ORTIZ (PAYROLL) 5 BUSINESS DAYS BEFORE PAYDAY

PAY DATES

Fri. Sept 13
Mon. Sept 30

Tues. Oct 15
Wed. Oct 30

Fri. Nov 15
Wed. Nov 27

PAYROLL TIMESHEET DUE DATES

Mon. Sept 9
Tues. Sept 24

Tues. Oct 8
Thurs. Oct 24

Mon. Nov 11
Thurs. Nov 21

TIME SHEETS MUST BE IN NO LATER THAN 10AM ON THE DUE DATE

NAME _____

MONTH/YEAR July 2024

[illegible]

DMWal
Signed-Employee

7/22/24
Date

Approved by: _____

Date _____

GIVE OR FAX (973) 827-8318 TO DANA ORTIZ (PAYROLL) 5 BUSINESS DAYS BEFORE PAYDAY

PAYROLL TIMESHEET DUE DATES

Fri. June 7
Mon. June 24

Tues. July 9
Tues. July 23

Thurs. Aug 8
Mon. Aug 26

TIME SHEETS MUST BE IN NO LATER THAN 10AM ON THE DUE DATE

Wallkill Valley Time Sheet

NAME David Wolfelsperger

MONTH/YEAR July 2024 / August 2024

Position/Program _____

DATE	HOURS START	HOURS END	TOTAL	DESCRIPTION OF WORK PERFORMED
7/22	8:00 am	2:00 pm	6	Schedules, AP Coordinator
7/23	8:00 am	2:00 pm	6	Scheduling; looking into options for new music courses
7/24	8:00 am	12:00 pm	4	AP Coordinator, contact new AP teachers; schedules
8/7	8:00 am	2:00 pm	6	Revision of Schedules - Chorus + Band updates
8/8	8:00 am	2:00 pm	6	Supervision, train new counselor on registration
8/12	8:00 am	2:00 pm	6	Revision of Schedules around Band, Chorus
8/13	8:00 am	2:00 pm	6	New Student Registration, finalize Schedules
			40	

David M Wolfelsperger 8/27/24
Signed-Employee Date

[Signature]
Approved by: Supervisor Date

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Wallkill Valley Time Sheet

NAME _____

David Woffelsberg

MONTH/YEAR

MONTH/YEAR August 2024

Position/Program[illegible]

DM Wolfsp
Signed-Employee

8/27/24

Date _____

Approved by: Super

Approved by: Supervisor

Date _____

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