

# Substitute Payroll Sheet

To Be Taken to School Official at the End of Each Day

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Please Print

(Last Four)

Any dates that do not correspond to this payperiod will not be paid.

**Only original forms will be processed for payment**



**FOR PAYPERIOD OF 2/16/19-2/28/19**

**PAYPERIOD DEADLINE 3/1/19**

\*Vacancy (VAC) \*General Leave (GL) \*School Business (SB) \*Bereavement (BL) \*Jury Duty (JD)

**TO BE COMPLETED BY SCHOOL OFFICIAL**

Dates	Hours Worked	Name and Position of Employee for Whom Substituted	Fund	Job Class*	Location Code	Job Code	School Official Signature Signature
Monday, February 18, 2019		<b>Presidents Day</b>					
Tuesday, February 19, 2019							
Wednesday, February 20, 2019							
Thursday, February 21, 2019							
Friday, February 22, 2019							
Monday, February 25, 2019							
Tuesday, February 26, 2019							
Wednesday, February 27, 2019							
Thursday, February 28, 2019							

Total Hours Worked \_\_\_\_\_

Substitute will be responsible for submitting this form to Payroll on or before the designated date on the schedule. Time sheets brought in after the due date will NOT be paid until the next scheduled semi-monthly pay date.

I certify the above is a correct statement of hours worked

\*Time sheet will not be processed without signature

**FOR PAYROLL USE ONLY**

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Fund	Job Class	Location	Hours	Rate	Total
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