

# 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 12/31/18-1/15/19

**PAYPERIOD DEADLINE 1/16/19**

\*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
Monday, December 31, 2018		Winter Break					
Tuesday, January 1, 2019		Winter Break					
Wednesday, January 2, 2019		Winter Break					
Thursday, January 3, 2019		Winter Break					
Friday, January 4, 2019		Winter Break					
Monday, January 7, 2019							
Tuesday, January 8, 2019							
Wednesday, January 9, 2019							
Thursday, January 10, 2019							
Friday, January 11, 2019							
Monday, January 14, 2019							
Tuesday, January 15, 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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