

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 12/16/18-12/30/18

PAYPERIOD DEADLINE 1/3/19

*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, December 17, 2018							
Tuesday, December 18, 2018							
Wednesday, December 19, 2018							
Thursday, December 20, 2018							
Friday, December 21, 2018		WINTER BREAK					
Monday, December 24, 2018		WINTER BREAK					
Tuesday, December 25, 2018		WINTER BREAK					
Wednesday, December 26, 2018		WINTER BREAK					
Thursday, December 27, 2018		WINTER BREAK					
Friday, December 28, 2018		WINTER BREAK					

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

Fund	Job Class	Location	Hours	Rate	Total
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