



Substitute Payroll Sheet

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

Name _____
Please Print

Social Security No. _____
(Last Four)

FOR PAYPERIOD OF 7/16/18-7/30/18

PAYPERIOD DEADLINE 7/31/18

Any dates that do not correspond to this payperiod will not be paid.
Only original forms will be processed for payment

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

TO BE COMPLETED BY SCHOOL OFFICIAL

Dates	Hours Worked	Name and Position of Employee for Whom Substituted	Reason for Absence*	Job Code	Fund #	School Site & School Official Signature
Monday, July 16, 2018						
Tuesday, July 17, 2018						
Wednesday, July 18, 2018						
Thursday, July 19, 2018						
Friday, July 20, 2018						
Monday, July 23, 2018						
Tuesday, July 24, 2018						
Wednesday, July 25, 2018						
Thursday, July 26, 2018						
Friday, July 27, 2018						
Monday, July 30, 2018						

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**