

# 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 4/16/18-4/30/18**

**PAYPERIOD DEADLINE 5/1/18**

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, April 16, 2018						
Tuesday, April 17, 2018						
Wednesday, April 18, 2018						
Thursday, April 19, 2018						
Friday, April 20, 2018						
Monday, April 23, 2018						
Tuesday, April 24, 2018						
Wednesday, April 25, 2018						
Thursday, April 26, 2018						
Friday, April 27, 2018						
Monday, April 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