

# Southern Westchester BOCES Time Sheet

*To be completed by Substitute Teacher Aides or Substitute Teaching Assistants*

1. Complete this time sheet daily and submit every Friday. USE A DIFFERENT SHEET FOR EACH SITE.
2. Submit completed time sheets to the attendance clerk noted below. Make a copy of the completed time sheet for your records. Please note the payroll schedule on the back of this form.

**Send To: Southern Westchester BOCES / Registry 2<sup>nd</sup> Floor  
Rye Lake Campus – Building 2  
1606 Old Orchard Street  
White Plains, New York 10604**

Name (Print): \_\_\_\_\_ Employee I.D.# \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\_\_\_\_\_  
(Zip)

Date	Day	School Location	Full Day	Half Day	# Hours	Substituted For:	
						Aide	Teaching Assistant
	Mon						
	Tues						
	Wed						
	Thurs						
	Fri						
<b>Totals</b>							

I hereby certify that the above information is accurate and complete.

Substitute Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Name of Teacher in Charge \_\_\_\_\_ (print)

Budget Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll Use Only		
# Days	Rate	Total Due

Registry Received:

Sent to Rye Brook:

**Southern Westchester BOCES  
Timesheet Schedule  
2018-2019**

<u>Pay Period Number</u>	<u>Period Worked</u>	<u>Timesheet Must be Received by Berkley Drive Payroll at 5PM on this Date for Period Worked</u>	<u>Payroll Date for Period Worked</u>
1	Salary Only	No Timesheets	7/6/2018
2	07/01/18 - 07/08/18	7/13/2018	7/20/2018
3	07/09/18 - 07/22/18	7/27/2018	8/3/2018
4	07/23/18 - 08/05/18	8/10/2018	8/17/2018
5	08/06/18 - 08/19/18	8/24/2018	8/31/2018
6	08/20/18 - 09/02/18	9/7/2018	9/14/2018
7	09/03/18 - 09/16/18	9/21/2018	9/28/2018
8	09/17/18 - 09/30/18	10/5/2018	10/12/2018
9	10/01/18 - 10/14/18	10/19/2018	10/26/2018
10	10/15/18 - 10/28/18	11/2/2018	11/9/2018
11	10/29/18 - 11/11/18	<b>11/15/2018</b>	<b>11/21/2018</b>
12	11/12/18 - 11/25/18	11/30/2018	12/7/2018
13	11/26/18 - 12/09/18	12/14/2018	12/21/2018
14	12/10/18 - 12/23/18	<b>12/27/2018</b>	1/4/2019
15	12/24/18 - 01/06/19	1/11/2019	1/18/2019
16	01/07/19 - 01/20/19	1/25/2019	2/1/2019
17	01/21/19 - 02/03/19	2/8/2019	2/15/2019
18	02/04/19 - 02/17/19	2/22/2019	3/1/2019
19	02/18/19 - 03/03/19	3/8/2019	3/15/2019
20	03/04/19 - 03/17/19	3/22/2019	3/29/2019
21	03/18/19 - 03/31/19	4/5/2019	4/12/2019
22	04/01/19 - 04/14/19	<b>4/18/2019</b>	4/26/2019
23	04/15/19 - 04/28/19	5/3/2019	5/10/2019
24	04/29/19 - 05/12/19	5/17/2019	5/24/2019
25	05/13/19 - 05/26/19	5/31/2019	6/7/2019
26	05/27/19 - 06/09/19	6/14/2019	6/21/2019
27	06/10/19 - 06/29/19	To be Determined	To be Determined

**Please note: Timesheets for period worked will only be processed according to this schedule. If you submit timesheets early, you will not be paid until the related payroll date for the period worked. If you have questions about your payment for time worked please contact your immediate supervisor before contacting the payroll department.**