

SOUTHERN WESTCHESTER BOCES TIME SHEET

To be completed by Substitute Teachers

1. Complete this time sheet every Friday, with a record of days worked during that week.
2. Submit completed time sheets to the attendance clerk noted below by the due date on the reverse side. If a substitute has worked in different areas during the week, a separate time sheet should be completed for each area. Make a copy of the completed time sheet for your records.

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

Name (Print): _____ Emp # _____

Address: _____ Telephone # _____

_____ (Zip)

Date	Day	School Location	Full Day	Half Day	Substituted For:
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Totals					

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

EMPLOYEE SIGNATURE _____ DATE _____

BUDGET CODE _____

AUTHORIZED SIGNATURE _____ DATE _____

PRINT NAME _____

PAYROLL USE ONLY		
# DAYS	RATE	TOTAL DUE

**Southern Westchester BOCES
Timesheet Schedule
2017-2018**

Pay Period Number	Period Worked	Timesheet Must be Received by Berkley Drive Payroll at 5PM on this Date for Period Worked	Payroll Date for Period Worked
1	Salary Only	No Timesheets	7/7/2017
2	07/01/17 - 07/09/17	7/14/2017	7/21/2017
3	07/10/17 - 07/23/17	7/28/2017	8/4/2017
4	07/24/17 - 08/06/17	8/11/2017	8/18/2017
5	08/07/17 - 08/20/17	8/25/2017	9/1/2017
6	08/21/17 - 09/03/17	9/8/2017	9/15/2017
7	09/04/17 - 09/17/17	9/22/2017	9/29/2017
8	09/18/17 - 10/01/17	10/6/2017	10/13/2017
9	10/02/17 - 10/15/17	10/20/2017	10/27/2017
10	10/16/17 - 10/29/17	11/2/2017	11/9/2017
11	10/30/17 - 11/12/17	11/16/2017	11/22/2017
12	11/13/17 - 11/26/17	12/1/2017	12/8/2017
13	11/27/17 - 12/10/17	12/15/2017	12/22/2017
14	12/11/17 - 12/24/17	12/28/2017	1/5/2018
15	12/25/17 - 01/07/18	1/12/2018	1/19/2018
16	01/08/18 - 01/21/18	1/26/2018	2/2/2018
17	01/22/18 - 02/04/18	2/9/2018	2/16/2018
18	02/05/18 - 02/18/18	2/23/2018	3/2/2018
19	02/19/18 - 03/04/18	3/9/2018	3/16/2018
20	03/05/18 - 03/18/18	3/23/2018	3/29/2018
21	03/19/18 - 04/01/18	4/6/2018	4/13/2018
22	04/02/18 - 04/15/18	4/20/2018	4/27/2018
23	04/16/18 - 04/29/18	5/4/2018	5/11/2018
24	04/30/18 - 05/13/18	5/18/2018	5/25/2018
25	05/14/18 - 05/27/18	6/1/2018	6/8/2018
26	05/28/18 - 06/10/18	6/15/2018	6/22/2018
27	06/11/18 - 06/30/18	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.