

# Substitute Payroll Sheet

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

Social Security No. \_\_\_\_\_  
(Last Four)

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

Any dates that do not correspond to this payperiod will not be paid.

**Only original forms will be processed for payment**



**FOR PAYPERIOD OF 3/16/2022 to 3/30/2022**

**PAYPERIOD DEADLINE 3/31/22**

\*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
Wednesday, March 16, 2022							
Thursday, March 17, 2022							
Friday, March 18, 2022							
Monday, March 21, 2022		SPRING BREAK					
Tuesday, March 22, 2022		SPRING BREAK					
Wednesday, March 23, 2022		SPRING BREAK					
Thursday, March 24, 2022		SPRING BREAK					
Friday, March 25, 2022		SPRING BREAK					
Monday, March 28, 2022							
Tuesday, March 29, 2022							
Wednesday, March 30, 2022							

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.

Total Hours Worked \_\_\_\_\_

**FOR PAYROLL USE ONLY**

SIGNATURE: I certify the above is a correct statement of hours worked

**\*Time sheet will not be processed without signature**

**\*\*\*It is your responsible to get your timesheet to the payroll department by the deadline for payment, not the schools\*\*\***

Fund	Job Class	Location	Hours	Rate	Total
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