

Substitute Payroll Sheet

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

Name _____
Please Print

Social Security No. _____
(Last Four)

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



FOR PAYPERIOD OF 12/1/21-12/15/21

PAYPERIOD DEADLINE 12/16/21

*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, December 01, 2021							
Thursday, December 02, 2021							
Friday, December 03, 2021							
Monday, December 06, 2021							
Tuesday, December 07, 2021							
Wednesday, December 08, 2021							
Thursday, December 09, 2021							
Friday, December 10, 2021							
Monday, December 13, 2021							
Tuesday, December 14, 2021							
Wednesday, December 15, 2021							

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

Fund	Job Class	Location	Hours	Rate	Total
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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