

Name _____

Please Print

Social Security No. _____

(Last Four)

Substitute Payroll Sheet

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 10/31/21-11/15/21

PAYPERIOD DEADLINE 11/16/21

*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
Monday, November 01, 2021							
Tuesday, November 02, 2021							
Wednesday, November 03, 2021							
Thursday, November 04, 2021							
Friday, November 05, 2021							
Monday, November 08, 2021							
Tuesday, November 09, 2021							
Wednesday, November 10, 2021							
Thursday, November 11, 2021		Veteran's Day					
Friday, November 12, 2021							
Monday, November 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

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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