

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 12/31/21 to 1/15/22

PAYPERIOD DEADLINE 1/18/22

*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
Friday, December 31, 2021		WINTER BREAK					
Monday, January 03, 2022							
Tuesday, January 04, 2022							
Wednesday, January 05, 2022							
Thursday, January 06, 2022							
Friday, January 07, 2022							
Monday, January 10, 2022							
Tuesday, January 11, 2022							
Wednesday, January 12, 2022							
Thursday, January 13, 2022							
Friday, January 14, 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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