

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 5/31/2022 to 6/15/2022

PAYPERIOD DEADLINE 6/16/2022

*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 |
|--------------------------|--------------|--|------|------------|---------------|----------|---------------------------|
| Tuesday, May 31, 2022 | | | | | | | |
| Wednesday, June 01, 2022 | | | | | | | |
| Thursday, June 02, 2022 | | | | | | | |
| Friday, June 03, 2022 | | | | | | | |
| Monday, June 06, 2022 | | | | | | | |
| Tuesday, June 07, 2022 | | | | | | | |
| Wednesday, June 08, 2022 | | | | | | | |
| Thursday, June 09, 2022 | | | | | | | |
| Friday, June 10, 2022 | | | | | | | |
| Monday, June 13, 2022 | | | | | | | |
| Tuesday, June 14, 2022 | | | | | | | |
| Wednesday, June 15, 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 |
|------|-----------|----------|-------|------|-------|
|------|-----------|----------|-------|------|-------|