

Substitute Payroll Sheet

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

Name _____

Social Security No. _____

Please Print

(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 12/16/21-12/30/21

PAYPERIOD DEADLINE 1/3/2022

*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 Signature
Thursday, December 16, 2021							
Friday, December 17, 2021							
Monday, December 20, 2021		WINTER BREAK					
Tuesday, December 21, 2021		WINTER BREAK					
Wednesday, December 22, 2021		WINTER BREAK					
Thursday, December 23, 2021		WINTER BREAK					
Friday, December 24, 2021		WINTER BREAK					
Monday, December 27, 2021		WINTER BREAK					
Tuesday, December 28, 2021		WINTER BREAK					
Wednesday, December 29, 2021		WINTER BREAK					
Thursday, December 30, 2021		WINTER BREAK					

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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