

# 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 10/1/21-10/15/21

**PAYPERIOD DEADLINE 10/18/21**

\*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
Friday, October 01, 2021		FALL BREAK					
Monday, October 04, 2021							
Tuesday, October 05, 2021							
Wednesday, October 06, 2021							
Thursday, October 07, 2021							
Friday, October 08, 2021							
Monday, October 11, 2021							
Tuesday, October 12, 2021							
Wednesday, October 13, 2021							
Thursday, October 14, 2021							
Friday, October 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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