

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 11/16/21-11/30/21

PAYPERIOD DEADLINE 12/1/21

*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
Tuesday, November 16, 2021							
Wednesday, November 17, 2021							
Thursday, November 18, 2021							
Friday, November 19, 2021							
Monday, November 22, 2021		Thanksgiving Break					
Tuesday, November 23, 2021		Thanksgiving Break					
Wednesday, November 24, 2021		Thanksgiving Break					
Thursday, November 25, 2021		Thanksgiving Break					
Friday, November 26, 2021		Thanksgiving Break					
Monday, November 29, 2021							
Tuesday, November 30, 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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