

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 1/31/2022 to 2/15/2022

PAYPERIOD DEADLINE 2/16/22

*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
Monday, January 31, 2022							
Tuesday, February 01, 2022							
Wednesday, February 02, 2022							
Thursday, February 03, 2022							
Friday, February 04, 2022							
Monday, February 07, 2022							
Tuesday, February 08, 2022							
Wednesday, February 09, 2022							
Thursday, February 10, 2022							
Friday, February 11, 2022							
Monday, February 14, 2022							
Tuesday, February 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
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