

**Teacher
Upgrade****Southern Westchester BOCES
Time Sheet****Teacher
Upgrade****To be completed by Teachers**

1. Complete this time sheet every time you must cover the assignment of another teacher in addition to your own assignment or in the event that substitutes are not available for classroom staff (teacher aides and/or teaching assistants)
2. Submit completed time sheets each week to your program supervisor. Please be sure to sign in the designated area. Keep a copy of the completed time sheet for your records.

Name (Print): _____

Employee #: _____

Address: _____

Telephone #: _____

No Sub Available For:

Date m / d / yr	Day	School Location	Full Day	Half Day	Absent Staff Member	Full Pay	Partial Pay
	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
		TOTALS					

Rationale for making a claim for coverage of absent staff: _____

* Partial pay for half-day or when students are divided among two or more other teachers

I hereby certify that the above information is accurate and complete.

Employee Signature

Date

Print Name (Employee)_____
Absent Staff Member Signature

Date

Absent Staff Member (Print)_____
Principal's Signature

Date

Director's Signature

Date

Budget CodeApprove ☐Unable to approve* ☐

Payroll Use Only

Days _____ Rate _____ Total Due _____

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*Attach comments

5/1/2018

*Due in the principal's office on payday