

SOUTHERN WESTCHESTER BOCES
TIME SHEET

To be completed by Substitute Teachers

1. Complete this time sheet every Friday, with a record of days worked during that week.
2. Submit completed time sheets to the attendance clerk noted below by the due date on the reverse side. If a substitute has worked in different areas during the week, a separate time sheet should be completed for each area. Make a copy of the completed time sheet for your records.

*Send To: Southern Westchester BOCES / Registry 2nd Floor
Rye Lake Campus – Building 2
1606 Old Orchard Street
White Plains, New York 10604*

Name (Print): _____

Emp # _____

Address: _____

Telephone # _____

(Zip)

Date	Day	School Location	Full Day	Half Day	Substituted For:
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Totals					

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

EMPLOYEE SIGNATURE DATE

BUDGET CODE

AUTHORIZED SIGNATURE DATE

PRINT NAME

PAYROLL USE ONLY

# DAYS	RATE	TOTAL DUE
--------	------	-----------