

Each employee is responsible for turning in their own approved timesheet to the payroll department by the due date, in order to receive pay for work performed.

## Certified SUB Timesheet

*Please make copies on BLUE paper*

Work Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Pay Date: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

SS#: XXX-XX-\_\_\_\_\_

**Account #:**

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*Principals/Administrators: Please indicate account number and rate of pay upon approval.*

Please do not write # of minutes worked. Please round to the nearest **quarter** hour when not a full hour/day.  
**For example: 15 minutes = .25 hours; 30 minutes = .5 hours; 45 minutes = .75 hours**

Building	Position (TA,TCH,SEC,Etc)	Work Performed: Tutor, Driver's Ed., Crossing Guard, Etc. <b>** PLEASE BE SPECIFIC **</b>	Date	# of Hours	Supervisor Signature
Total Time Worked:		Pay Rate:		Total Amount to be Paid to Employee:	
Internal Subbing: \$25/Period		Gate/Book/Timer: \$20/DAY		Instructional Services: \$25/HR	
Crowd Control: \$25/DAY		Bus Monitor: \$20/HR		Non-Instructional Services: \$21/HR	