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.

Non-Certified SUB Timesheet

Please make copies on GREEN paper

Work Dates: From: To:

Pay Date:

NAME:

ADDRESS:

PHONE #:

SS#: XXX-XX-

Account #:

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. ** PLEASE BE SPECIFIC **	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