

MEDINA CITY SCHOOLS SUBSTITUTE TEACHER TIMESHEET

P:\Forms\TeacherSubTimeSheetRevisedJuly2009.12

NAME (PRINT)	ID#
SIGNATURE	(Your ID # is the first three letters of your last name and last four digits of SSN)

REGULAR INSTRUCTION (Fill in this section when subbing in regular classroom)

	DATE	BLAKE	CAN	CLAG	FENN	GAR	HER	NORTH	ROOT	SR	WAITE	CLASSROOM TEACHER
MON												
TUE												
WED												
THU												
FRI												
MON												
TUE												
WED												
THU												
FRI												
TOTALS												

I am a long-term substitute teacher for:

(name) _____

at (bldg) _____

Number of consecutive days (including days this pay period) worked for the above teacher:

My name, mailing address and/or phone no. has changed. New information below:

If name change, old name was:

SPECIAL EDUCATION (Fill in this section when subbing in special education classroom)

	DATE	GRADES K-6	GRADES 7-12	CLASSROOM TEACHER
MON				
TUE				
WED				
THU				
FRI				
MON				
TUE				
WED				
THU				
FRI				
TOTALS				

IMPORTANT:

- Time sheets not filled out completely, accurately and legibly may cause payment of your wages to be delayed until the next scheduled payroll.
- Time sheets not received in Treasurer's Office by the due date shown on Payroll Calendar will not be processed until the next scheduled payroll.
- Use PEN (not pencil) & RETAIN A COPY FOR YOUR RECORDS
- Follow instructions on back of payroll calendar.
- A check cannot be issued unless we have ALL of the payroll forms, a copy of your Social Security card, and a copy of your teaching certificate on file.
- Submit ONE time sheet for each payroll period. Please refer to Payroll Calendar for the dates covered each payroll period.

DO NOT WRITE BELOW BOLD LINE

OFFICE USE ONLY	# OF DW	SUB RATE	EX SUB RATE	LT16 SUB RATE	LT61 SUB RATE	TOTAL \$
BLAKE	001-1110-112-160-904					
CANAVAN	001-1110-112-120-904					
CLAGGETT	001-1120-112-200-904					
FENN	001-1110-112-130-904					
GARFIELD	001-1110-112-110-904					
HERITAGE	001-1110-112-140-904					
NORTHROP	001-1110-112-180-904					
PRESCHOOL	001-1280-112-180-904					
ROOT	001-1120-112-210-904					
SENIOR HIGH	001-1130-112-300-904					
VOCATIONAL	001-1316-112-904					
WAITE	001-1110-112-170-904					
MOD-INT-MH-K-6	001-1231-112-	-904				
MOD-INT-MH-7-12	001-1241-112-	-904				
MOD-INT-ED-K-6	001-1235-112-	-904				
MOD-INT-ED-7-12	001-1245-112-	-904				
MOD-INT-DH-K-6	001-1236-112-	-904				
MOD-INT-DH-7-12	001-1246-112-	-904				
MILD-MOD-LD-K-6	001-1237-112-	-904				
MILD-MOD-LD-7-12	001-1247-112-	-904				

TOTAL NUMBER OF DAYS WORKED IN 2 WEEK PAY PERIOD

OFFICE USE ONLY	
TOTAL GROSS	
SERVICE DAYS	

OFFICE USE ONLY

Payroll Department Verification:

Time sheet has been matched to corresponding PARs.

Checked by (Initials) _____ Date _____