

INSTRUCTIONS TO EMPLOYEE FOR COMPLETING TIMESHEET

1. This timesheet is to be completed for short-term and staff development substitute teachers only. Do not use this form to record emergency class coverage or long-term substitute teachers.
2. Complete this timesheet daily.
3. Complete a separate timesheet for each location.
4. On the last day worked during the current pay period, sign the timesheet in ink. Attendance and pay will not be processed until the timesheet is properly signed. The supervisor is responsible for reviewing the timesheet for completeness and accuracy.
5. The timesheet should be submitted to the timekeeper once it has been signed by the supervisor.

Personal, location, and pay period information:

1. *Employee ID:* It is critical to complete your employee ID. The timekeeper needs this to report and verify your time.
2. *Employee Name:* Write your first and last names.
3. *Pay Period:* Write the beginning and end dates of the biweekly pay period.
4. *Location:* Write the location code and location name in the space provided.

Reporting your Time:

Complete a line for each day worked and for each teacher for whom you substituted. The number of hours worked each day cannot exceed 7 hours.

For each teacher and day worked complete the following:

1. *Day:* Write the day of the week.
2. *Date:* It is critical to include the date worked.
3. *Time In and Out:* Write the beginning and end times of the hours spent substituting for the teacher specified on the line.
4. *Hours Worked:* Write in the hours worked when substituting for the teacher specified on the line.
5. *Name of teacher for whom you substituted:* Write in the name of the teacher corresponding to the time in and out and hours worked information.
6. *Substitute Calling System Job ID:* Writing in the Job ID that you were given through the telephone calling system will help the timekeeper verify your time.
7. *Special Education or Head Start "S" or "H:"* If you substituted for a Special Education teacher, specify this by writing "S" in this column. If you substituted for a Head Start teacher, write "H" in the column.
8. *Total hours worked:* At the end of the pay period, all of the hours worked for this location should be totaled and written in this column.