

Instructions are on the reverse side of this form.

\*\*\* Shaded areas are for payroll use to ensure timely processing of time sheet. \*\*\*

# Tacoma Public Schools SUBSTITUTE TIME SHEET

PAY DATE

**BEGIN A NEW TIME SHEET ON THE 9<sup>TH</sup> AND 23<sup>RD</sup> OF THE MONTH. Send to Payroll immediately.**

<b>1</b> Substitute name _____ <small>(print) LAST FIRST</small>	<b>2</b> Employee Number <u>0 0 0 0</u> _____
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Asgn. Code	Earn. Code	3 DATES			4 HOURS	AMOUNT	%	Company	Accounting Unit	Account	Activity	Act. Cat.	5		6 Person Absent Location Name
		MO	DAY	YR									Time Start	Time Finish	

<b>7</b> Release time form # _____  SubFinder Job # _____	<b>8</b> I, the undersigned, do hereby certify that this time report correctly reflects all time in attendance and/or absences by me for the pay period indicated.  _____ Employee signature Date _____  I, the undersigned, do hereby certify that this time report correctly reflects the attendance and/or absences of the named employee for the pay period indicated, and that I am authorized to certify said time.  _____ Authorized signature Date _____
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## **Instructions for Substitute Time Sheet**

***Send white copy to Payroll; keep yellow copy; give pink copy to substitute***

The completed time sheet should be turned in to the school or department on a daily basis, then forwarded daily to the Payroll Office. Substitutes continuing in the same assignment can turn time sheets in on a payroll period basis.

The numbers below correspond to those printed in the shaded sections of the form.

1. Enter the substitute employee's legal name (last, first).
2. Enter the employee number.
3. Enter date worked. The two payroll periods for substitute employees are the 9th-22nd (for payment on the 5th of the month); and the 23rd-8th (for payment on the 20th of the following month).
4. Enter hours worked. Show fractional hours in decimals (round to  $\frac{1}{4}$  hours please).  
For example:    15 minutes = .25            30 minutes = .50  
                      45 minutes = .75            60 minutes = 1.00
5. Enter time start/time finish, e.g., 9:15 a.m./3:45 p.m.
6. Enter the name of the person who was absent or write in the "unfilled vacancy / #" or "extra help / #".  
Enter the name of the location where the substitution took place.
7. If the substitution was due to release time, enter the Release Time Form number. Enter SubFinder Job number.
8. Time sheet must have signatures of both the substitute employee and the authorizer.