

NORTON CITY SCHOOLS SUBSTITUTE TEACHER TIME SHEET

INSTRUCTIONS: Complete the form by printing your name, the name of the teacher you are substituting for and the school building where you are working. Also complete the time period covered by this time sheet on the designated lines. Sign your name at the bottom.

WEEK OF _____

NAME _____

ADDRESS – Please notify Treasurer’s Office if changed

SUBSTITUTING FOR _____ (TEACHER’S NAME)

SCHOOL BUILDING _____

	DATE	HALF DAY	FULL DAY
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

TOTAL DAYS _____

SUBSTITUTE RATE OF PAY: (CONSECUTIVE DAYS, SAME POSITION)

\$85.00 (1ST THRU 5TH DAY)

\$90.00 (6TH THRU 60TH DAY)

61st day – per diem base contract rate

\$100.00 (bonus after 20 days)*

*Bonus is only for substitutes that ARE NOT on long term positions.

NOTICE: If this is your first day in our system and you have not completed payroll paperwork and supplied account information for direct deposit, please stop at the Treasurer’s Office. This is necessary BEFORE a payroll check can be issued. Direct deposit is mandatory.

SUBSTITUTE TEACHER

PRINCIPAL’S SIGNATURE

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Revised 8/19/2014