

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.

## Internal Sub Timesheet

Please make copies on WHITE paper

2025-2026

Work Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Pay Date: \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMPLOYEE ID NO: \_\_\_\_\_

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)	Work Performed: Internal Sub for who and if split.** PLEASE BE SPECIFIC **	DATE	NUMBER OF HOURS
Total Amount To Be Paid:		Pay Rate:	Total Amount Hours Worked:	
Internal Sub Certified Staff: \$35			Internal Sub Non-Certified Staff: \$20 or your hourly rate WHICHEVER IS HIGHER	
Supervisor Signature:				
Administration Approval Signature:				