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

Work Dates: From: To:

Pay Date:

NAME:

ADDRESS:

PHONE #:

SS#: XXX-XX-

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,Etc)	Work Performed: Tutor, Driver's Ed., Crossing Guard, Etc. ** PLEASE BE SPECIFIC **	Date	# of Periods Worked	Supervisor Signature

Total Time Worked:	Pay Rate:	Total Amount to be Paid to Employee:

Internal Subbing: $30/Period	Gate/Book/Timer: $20/hr	Instructional Services: $30/HR
Crowd Control: $20/hr	Bus Monitor: $22/HR	Non-Instructional Services: $25/HR