

Substitute Teacher Time Sheet

CANTON CITY SCHOOLS, CANTON, OHIO

Name: _____

SS# : _____

week ending date: _____

<u>DATE</u>	<u>SCHOOL</u>	<u>TEACHERS NAME</u> <small>enter reason only if: Prof mtg, CPEA, LPDC, legal mandates, truancy</small>	<u>ACCOUNT #</u> <small>(SEC. MUST ENTER IF PROF. MTG)</small>	<u>FOR PAYROLL USE ONLY</u>	<u>STAMP</u>
M	(am)	_____	_____		
	(pm)	_____	_____		
T	(am)	_____	_____		
	(pm)	_____	_____		
W	(am)	_____	_____		
	(pm)	_____	_____		
TH	(am)	_____	_____		
	(pm)	_____	_____		
F	(am)	_____	_____		
	(pm)	_____	_____		

↑
Fill in circles to indicate half or full day worked. Any unmarked am/pm will be paid at the half day rate.

FOR PAYROLL USE ONLY TOTAL PAY: _____ RETIREMENT: _____

Time sheets must be filled out, stamped for verification, and turned in by the substitute teacher to any CCS building or to the Payroll Office no later than Friday of pay week to be processed and paid the following pay. The substitute teacher must enter the date worked, am/pm, school, and teachers name. The building secretary will enter professional meeting code and stamp for verification before returning the form to the substitute teacher at the end of the day.

Each substitute teacher will turn in a maximum of 2 TIME SHEETS PER PAY PERIOD to the Payroll department.

Any late or incomplete time sheets will not be processed and paid until the next pay period.