

# SUBSTITUTE TEACHER / IA

# TIMESHEETS 2019 - 2020



If you are having lunch without a student please breakout your lunch by using 2 lines.

NAME: \_\_\_\_\_ (PRINT CLEARLY)

SSN: \_\_\_\_\_ (LAST 4 DIGITS)

**PLEASE FILL OUT  
IN BLUE INK**

*FOR ADDITIONAL TIMESHEETS GO TO: WWW.CLIU.ORG.  
Click on Human Resources, Payroll, Timesheet Procedures.  
Print & fill out. Send into the HR-Payroll Office.*

## WEEK 1 (SUNDAY THRU SATURDAY)

DATE	DAY	START TIME	END TIME	TOTAL HOURS	APPROVED TO BE PAID as a T or IA	First & Last Name PERSON SUB'D FOR	NAME OF SCHOOL	REASON (IF HOURS DIFFER FROM CLASSROOM DIRECTORY)

HOURLY RATE \$ \_\_\_\_\_ x TOTAL HOURS \_\_\_\_\_ = TOTAL GROSS \$ \_\_\_\_\_

## WEEK 2 (SUNDAY THRU SATURDAY)

DATE	DAY	START TIME	END TIME	TOTAL HOURS	APPROVED TO BE PAID as a T or IA	First & Last Name PERSON SUB'D FOR	NAME OF SCHOOL	REASON (IF HOURS DIFFER FROM CLASSROOM DIRECTORY)

HOURLY RATE \$ \_\_\_\_\_ x TOTAL HOURS \_\_\_\_\_ = TOTAL GROSS \$ \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**HR - PAYROLL OFFICE USE ONLY**

RECEIVED IN HR-PAYROLL OFFICE: \_\_\_\_\_ PAID DATE \_\_\_\_\_