

SUBSTITUTE TEACHER / IA

TIMESHEETS 2020 - 2021



Helping Children Learn

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) |
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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) |
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HOURLY RATE \$ _____ x TOTAL HOURS _____ = TOTAL GROSS \$ _____

EMPLOYEE SIGNATURE: _____ DATE: _____

HR - PAYROLL OFFICE USE ONLY

RECEIVED IN HR-PAYROLL OFFICE: _____ PAID DATE _____