

# 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: Jane Doe  
(PRINT CLEARLY)

SSN: 1234 (LAST 4 DIGITS)

**PLEASE FILL OUT  
IN BLUE INK**

FOR ADDITIONAL TIMESHEETS GO TO: [WWW.CLIU.ORG](http://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)
9/9/20	Wed	830AM	1215PM	3.75	T	JOHN SMITH	Ironton	
9/9/20	Wed	1245AM	3PM	2.25	T	JOHN SMITH	Ironton	
9/10/20	Thurs	830AM	3PM	6.5	T	MIKE MILLER	KERNSVILLE	

SAMPLE TIMESHEET

HOURLY RATE \$16.05 x TOTAL HOURS 12.5 = TOTAL GROSS \$200.63

## 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)
9/15/20	Tues	830AM	1215PM	3.75	IA	JANE SMITH	Ironton	
9/15/20	Tues	1245AM	3PM	2.25	IA	JANE SMITH	Ironton	
9/16/20	Wed	830AM	3PM	6.5	IA	JOHN MILLER	KERNSVILLE	
9/17/20	Thurs	745AM	3PM	7.25	IA	JANE MILLER	ALAS	Bus late

SAMPLE TIMESHEET

HOURLY RATE \$12.00 x TOTAL HOURS 19.75 = TOTAL GROSS \$237.00

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

### HR - PAYROLL OFFICE USE ONLY

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