

## TEMPORARY/SUBSTITUTE TIME SHEET

This time sheet is for substitutes who are working temporarily on a special assignment that does not involve substituting for an employee who is absent from duty. PLEASE USE **BLUE** INK ONLY. This will help prevent duplicate submissions.

<b>EMPLOYEE NAME:</b>		LAST NAME	FIRST NAME	<b>PERIOD COVERED:</b>	
<b>BUILDING/DEPARTMENT:</b>			IS THIS A VACANT POSITION?		IF YES, FOR WHOM?
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>EMPLOYEE ID # (REQUIRED):</b>		<b>TRS RETIREE:</b>		IF NO, IS THE EMPLOYEE ON LEAVE?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>⊕ A 30 MINUTE LUNCH WILL AUTOMATICALLY BE DEDUCTED AFTER 6 HOURS OF WORK IF NO SELECTION IS MADE.</b>			IF NO, IS THIS POSITION EXTRA HELP?		Check ONE:    PROF    PARA
			<input type="checkbox"/> YES <input type="checkbox"/> NO		

  

	DATE	TIME IN	LUNCH ⊕ See above.	TIME OUT	HRS. PER DAY		DATE	TIME IN	LUNCH ⊕ See above.	TIME OUT	HRS. PER DAY
<b>WEEK 1</b>	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE			<b>WEEK 4</b>	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
<b>WEEK 2</b>	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE			<b>WEEK 5</b>	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
<b>WEEK 3</b>	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								
	MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								
	TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								
	WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								
	THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								
	FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								
	SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE								

	<b>x</b>		<b>=</b>		<b>\$</b>	
TOTAL HOURS		RATE OF PAY		TOTAL AMOUNT EARNED		

BUDGET CODE: \_\_\_\_\_

Budget code must be entered **BEFORE** submitting to Human Resources.

Employee Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Director Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>Submit to Human Resources for approval.</b>	
Approved by: _____ Date: _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <span style="font-size: 24px;">\$</span> _____         </div> TOTAL AMOUNT EARNED

## INSTRUCTIONS FOR TEMPORARY/SUBSTITUTE TIME SHEET

The Temporary/Substitute Time Sheet is to be used to request payment of time worked by Long Term Substitutes, Long Term Temporary Employees and Temporary Employees.

Long Term Substitutes are substitutes hired to replace an employee who is out on leave. There will only be a few instances that a Long Term Substitute will fill out a green time sheet for working.

Long Term Temporary Employees are primarily in vacant or growth positions where an employee is not absent. Long Term Temporary Employees are **required** to complete a green time sheet.

Temporary Employees are typically tutors, seasonal help and other persons who are performing work on behalf of the district. Temporary Employees are **required** to complete a green time sheet.

This form must be submitted on green paper and must be filled out in blue ink only. **Submit only originals for payment. No photocopies will be processed for payment, as original signatures are required.**

**\*\*\*All completed green time sheets must first be sent to Human Resources for review and signed by the Executive Director of Human Resources. Human Resources will forward all approved time sheets to Payroll for processing.\*\*\***

### All blanks must be filled in completely:

**Employee name.** Please use your full, legal name, the name you have on file with NISD.

**Period covered** is the time sheet period, found on the Monthly Payroll Schedule (see bottom right corner), during which the work was completed (Ex. 7/28/2019—8/24/2019).

**Employee ID #** is the 6 digit number issued by Human Resources. It is very important, as some people have the same or similar names. Social Security numbers will not be accepted.

**Dates** should be entered according to the pay period schedule; not all months will have a 5<sup>th</sup> week. Please do not include multiple pay periods on one time sheet.

**Recording Actual Time Worked.** Please record the actual time worked on each day worked. If lunch is taken, please mark the appropriate box for the amount of time taken for lunch.

**NOTE: A 30 minute lunch will automatically be deducted after 6 hours of work if no selection is made.**

**Hours Per Day** is the total # of hours worked that day. Be sure to account for lunch taken when totaling hours worked.

**Total Hours** is the total # of hours worked for the entirety of the pay period.

**Rate of pay** is required on all time sheets. It must be determined before submitting time sheet. Payroll **does not** determine the rate of pay. The rate of pay should be decided prior to the employee performing the work.

**Total Amount** must be figured before submitting time sheet.

**Budget code** is required on all time sheets. It must be determined before submitting the time sheet. Payroll **does not** determine the code and is not responsible for deciding what code should be used. Appropriate budget codes should be decided prior to the employee performing the work.

**Supervisor AND Director signatures** are required for all time sheets. **No initials, only full signature accepted.**

### NOTES:

\*\*\*When recording your time, please refer to minutes in quarter of an hour, for example:

1 hr. & 15 min. = 1.25 or 1-1/4 hours

1 hr. & 30 min. = 1.5 or 1-1/2 hours

1 hr. & 45 min. = 1.75 or 1-3/4 hours

### Northwest ISD 2022-2023 Monthly Payroll Schedule

THIS SCHEDULE IS USED FOR EXTRA DUTY, TEMPORARY, SUBSTITUTE PAY AND PROCESSING LEAVE ONLY

\*\*FULL-TIME SALARIES ARE ANNUALIZED AND PAID OVER 12 MONTHS, ACCORDING TO PAY CYCLE\*\*

<u>TIMESHEET PERIOD</u>	<u>TIMESHEET DUE DATE</u>	<u>CHECK DATE</u>	<u>FISCAL YEAR PAY RUN</u>
5/29/2022 - 6/25/2022	6/28/2022	7/25/2022	23B
6/26/2022 - 7/30/2022	8/2/2022	8/25/2022	23D
7/31/2022 - 8/27/2022	8/30/2022	9/23/2022	23F
8/28/2022 - 9/24/2022	9/27/2022	10/25/2022	23H
9/25/2022 - 10/29/2022	11/1/2022	11/22/2022	23J
10/30/2022 - 11/26/2022	11/29/2022	12/16/2022	23L
11/27/2022 - 12/31/2022	1/3/2023	1/25/2023	23N
1/1/2023 - 1/28/2023	1/31/2023	2/24/2023	23P
1/29/2023 - 2/25/2023	2/28/2023	3/24/2023	23R
2/26/2023 - 3/25/2023	3/28/2023	4/25/2023	23T
3/26/2023 - 4/29/2023	5/2/2023	5/25/2023	23V
4/30/2023 - 5/27/2023	5/30/2023	6/23/2023	23X

\*\*\*UPDATE YOUR ADDRESS AND DIRECT DEPOSIT CHANGES ONLINE\*\*\*

ROUTING AND ACCOUNT NUMBER CHANGES CAN BE MADE IN THE EAC > DEDUCTIONS AND BENEFITS > EF ADDRESS CHANGES CAN BE MADE IN THE EAC > DEMOGRAPHIC INFO

TRS & TRS INS ARE YOUR MANDATORY DEDUCTIONS FOR THE TEACHER'S RETIREMENT SYSTEM (TAKEN IN PLACE OF SOCIAL SECURITY, OR FICA) AND ARE DEDUCTED AT 8.0% AND .65%, RESPECTIVELY AND ARE SUBJECT TO CHANGE. FURTHER INFORMATION CAN BE FOUND AT WWW.TRS.TEXAS.GOV

AND TEMPORARY EMPLOYEES WORKING IN A NON-TRS POSITION PAY 6.2% TO A 457 FICA ALTERNATIVE PLAN

MEDICARE IS DEDUCTED AT 1.45% FOR ALL EMPLOYEES.

FEDERAL INCOME TAX IS DEDUCTED ACCORDING TO THE W-4 YOU COMPLETE AND CAN BE CHANGED IN THE EAC > TAX INFORMATION