

OTHER EMPLOYEE – RETIREE
SUBSTITUTE TIMESHEET

Each Month Must be on Separate Timesheets!!

Print Name (Last, First) _____

Full SS#/EID# (Required) _____

MONTH-YEAR _____

Refer to Payroll Schedule for timesheet due date. SACS code are REQUIRED from each site. Please see site administrator for SACS code.

CLASSIFICATION (Required) _____

EMPLOYEE IS RESPONSIBLE FOR PROVIDING ORIGINAL TIMESHEET TO THE PAYROLL DEPARTMENT

Date	Number of Days or Hours	Site/Teacher Substituted For:	SACS Code (REQUIRED)	Approved By:

Total Days/Hours _____

EMPLOYEE'S SIGNATURE _____
(REQUIRED)