

# Madison-Champaign Educational Service Center

## SUBSTITUTE TIME SHEET

Substitute Name (First, Middle, Last) \_\_\_\_\_

Building/District \_\_\_\_\_

| Date Worked<br>(MM-DD-YYYY) | Time In – Time Out<br>(EXAMPLE 8a – 4p) *exclude<br>lunch unless worked | Total<br>Hours<br>worked | Substituted for (Employee Name) |
|-----------------------------|-------------------------------------------------------------------------|--------------------------|---------------------------------|
|                             |                                                                         |                          |                                 |
|                             |                                                                         |                          |                                 |
|                             |                                                                         |                          |                                 |
|                             |                                                                         |                          |                                 |
|                             |                                                                         |                          |                                 |

\_\_\_\_\_  
Substitute's Signature

\_\_\_\_\_  
Date Signed

\*\*\*\*\*

**To be completed by Supervisor:**

\*Check one of the areas below that describes the program to which this substitute cost is to be charged:

| Check One:                                                                                                                                                                                                                                                                   | <u>SUBSTITUTE</u> PAYROLL ACCOUNTS   | Budget Unit      | Account |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------|---------|
|                                                                                                                                                                                                                                                                              | MD Teacher - Champaign               | 0010001231131000 | 112     |
|                                                                                                                                                                                                                                                                              | MD Paraprofessional - Champaign      | 0010001231131000 | 142     |
|                                                                                                                                                                                                                                                                              | MD Teacher - Madison                 | 0010001231130000 | 112     |
|                                                                                                                                                                                                                                                                              | MD Paraprofessional - Madison        | 0010001231130000 | 142     |
|                                                                                                                                                                                                                                                                              | Autism Teacher                       | 0010001231210000 | 112     |
|                                                                                                                                                                                                                                                                              | Autism Paraprofessional              | 0010001231210000 | 142     |
|                                                                                                                                                                                                                                                                              | ED Teacher                           | 0010001235010000 | 112     |
|                                                                                                                                                                                                                                                                              | ED Classroom Paraprofessional        | 0010001235010000 | 142     |
|                                                                                                                                                                                                                                                                              | Mac-a-Cheek Secretary                | 0010002421010000 | 142     |
|                                                                                                                                                                                                                                                                              | Mac-a-Cheek Nurse                    | 0010002134010000 | 142     |
|                                                                                                                                                                                                                                                                              | PS Teacher - Champaign               | 0010001280111000 | 112     |
|                                                                                                                                                                                                                                                                              | PS Paraprofessional - Champaign      | 0010001280111000 | 142     |
|                                                                                                                                                                                                                                                                              | PS Teacher - Jefferson               | 0010001280110000 | 112     |
|                                                                                                                                                                                                                                                                              | PS Paraprofessional - Jefferson      | 0010001280110000 | 142     |
|                                                                                                                                                                                                                                                                              | PS Teacher - Fairhaven               | 0010001280112000 | 112     |
|                                                                                                                                                                                                                                                                              | PS Paraprofessional - Fairhaven      | 0010001280112000 | 142     |
|                                                                                                                                                                                                                                                                              | Alt. Sch. Teacher - Champaign        | 0010001140240000 | 112     |
|                                                                                                                                                                                                                                                                              | Alt. Sch. Aide-Champaign             | 0010001140240000 | 142     |
|                                                                                                                                                                                                                                                                              | 1:1 BILLABLE **<br>District: _____   | 0010001230120000 | 142     |
| <b>** Use for any billable position. (1:1 Paraprofessional, Nurse, etc.)</b><br><b>** Write in the appropriate District sending the child to the ESC classroom program. Only list the district if the student time is NOT included on a Student Report for Billing Form.</b> |                                      |                  |         |
|                                                                                                                                                                                                                                                                              | Nurse - Certified ( <u>Not</u> 1:1)  | 0010002134150000 | 112     |
|                                                                                                                                                                                                                                                                              | Nurse - Classified ( <u>Not</u> 1:1) | 0010002134150000 | 142     |
|                                                                                                                                                                                                                                                                              | OTHER: _____                         |                  |         |

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Signed