

**Putnam County Educational Service Center
124 Putnam Parkway
Ottawa, Ohio 45875**

Email: pm_payroll@putnamcountyesc.org

Classroom Location (Please circle one)

MH	ED	Preschool
Columbus Grove	ESC Annex	Columbus Grove
Continental		Continental
Miller City LSD		Fort Jennings
Ottawa Elementary		
Ottawa-Glandorf HS		Leipsic
Pandora-Gilboa		Miller City
		Ottawa-Glandorf HS

SUBSTITUTE TEACHER PAYROLL FORM

Substitute Name: _____ SSN#: _____
 Address: _____
 Phone Number: _____

Please complete one form per site worked and return to the Putnam County ESC.

Week Day	Date	Substituted For	In	Out	Lunch	In	Out	Total Hours
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total Hours: _____

I certify the time stated above is accurate and truly reflects my work schedule.

 Substitute Signature Date

 School District Representative Date



TREASURER OFFICE USE ONLY

Total Days: _____

Rate: _____

Account # _____

Amount: _____

 County Superintendent Signature