



# Instructions

## Employee

1. A separate monthly timesheet must be filled out for each location at which you substituted during the month.
2. Fill out all employee sections of form.
3. Sign and date.
4. Submit to appropriate person for approval.

## Office Manager

1. Ensure form is filled out completely and correctly, and that the absent teacher has taken the appropriate leave for the absence.
2. Enter an account code if you want the substitute charged to a specific account.

**Payday is the last business day of the month.**

Location Codes			
CVES	5015	CKMS	4397
FCES	2222	SMS	2124
NBES	2287	TFMS	5135
OES	4308	MSHS	2850
SES	2288	TRS	1502
TRES	5457	DO	1079
PPP	5296		