

Sussex-Wantage Board of Education Payroll Voucher

FOR TEACHER ASSISTANT SHIFT SUB COVERAGE ONLY

ALL VOUCHERS MUST BE SUBMITTED ACCORDING TO THE VOUCHER DUE DATES AND PAYROLL SCHEDULE 2023-2024
 (located on our website www.swregional.org)
 Do NOT combine payroll periods of the 1st - 15th and the 16th -30th/31st on the same voucher

NAME: _____

REGULAR ASSIGNMENT: _____

SHIFT TIME: _____

*****Circle Current Position**

SWR Teacher Ass't @ rate
 District Sub Teacher Ass't \$17 hourly

*** Date, Employed to sub for, Student Initials and Building MUST be completed**

INDICATE EXACT HOURS WORKED FOR EACH DAY OF SUBBING

DISTRICT
 SUBSTITUTE ONLY

Date	Employed to Sub for	Student Initials	Building	AM Only	**AM Special	PM Only	**PM Special	Full Time	** Full Time Special	Total Hours Subbing	Amount
				8:30-12:00 3.5 hrs (√)	Only Indicate hours	12:00-3:30 3.5 hours (√)	Only Indicate hours	8:30-3:45 6.75 hrs (√)	6.75 hrs Indicate hours		
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TOTAL VOUCHER HOURS _____

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: _____ Position: _____ Date: _____

Principal/Supervisor Approval: _____ Date: _____

**AM Special	Hours
8:10 - 11:40	3.5
8:15 - 11:45	3.5
8:20 - 11:50	3.5
8:25 - 11:55	3.5
8:35 - 11:05	2.5
8:35 - 12:05	3.5
8:40 - 12:10	3.5
8:45 - 12:15	3.5
10:00 - 1:30	3.5

**PM Special	Hours
12:00 - 3:30	3.5
12:15 - 3:45	3.5
12:20 - 3:50	3.5
12:25 - 3:55	3.5
12:30 - 3:30	3.5
12:30 - 3:30	3
1:30 - 3:20	2

Full Time Special (6.75 hrs)
8:10 - 3:25
8:15 - 3:30
8:25 - 3:40
8:35 - 3:50
8:40 - 3:55
(½ hour deducted for lunch)