

## TEMPORARY/SUBSTITUTE TIME SHEET

\*\*This time sheet is for GE and/or Temporary employees who are working temporarily on a special assignment that does not involve substituting for an employee who is absent from duty.\*\*

PLEASE USE **BLUE** INK ONLY. This will help prevent duplicate submissions.

<b>EMPLOYEE NAME:</b>		LAST NAME		FIRST NAME		<b>PAYROLL SCHEDULE PERIOD COVERED:</b>	
<b>EMPLOYEE ID # (REQUIRED):</b>				ARE YOU A GE or TEMP?			
CAMPUS/DEPARTMENT:				TFS RETIREE:		GE ROLE:	
				YES NO		TEMP ROLE:	
⊕A 30 MINUTE LUNCH WILL AUTOMATICALLY BE DEDUCTED AFTER 6 HOURS OF WORK IF NO SELECTION IS MADE.				Is pay by the Hour or Daily rate:		Check ONE: <input type="checkbox"/> Para <input type="checkbox"/> Prof/Teacher	

  

X	DATE	TIME IN	LUNCH ⊕ See above.	TIME OUT	HRS. PER DAY	X	DATE	TIME IN	LUNCH ⊕ See above.	TIME OUT	HRS. PER DAY
WEEK 1	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE			WEEK 4	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
WEEK 2	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE			WEEK 5	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE				SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
WEEK 3	SUN.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE						<input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> NONE		

	X		=	
TOTAL HOURS/DAYS		RATE OF PAY		TOTAL AMOUNT EARNED

BUDGET CODE: \_\_\_\_\_  
 Budget code must be verified and entered **BEFORE** submitting to Human Resources.

Employee Signature: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Director Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Submit to Human Resources for approval.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL AMOUNT EARNED

## INSTRUCTIONS FOR TEMPORARY/SUBSTITUTE TIME SHEET

The Temporary/Substitute Time Sheet is to be used to request payment of time worked by Substitutes filling in for a Long Term Sub, Time overlap or to pay for a Late Attendance Submission and Temporary Employees that cannot clock in/out of TimeClock Plus.

Sub for a Sub: When the Long Term Substitute is out for Staff Development or School Related and there is a Substitute filling in in the classroom.

Time Over Lap: When a Substitute cannot be entered into Aesop due to overlap in Elementary and Secondary school hours.

Late Attendance Submission: When a Substitute is not attached to an absence at the time of the payroll extract from Aesop. A timesheet must be submitted to pay the Substitute.

Temporary Employees are typically tutors, seasonal help and other persons who are performing work on behalf of the district and are not able to clock in/out of TimeClock Plus.

**\*\*\*All completed Temporary/Substitute timesheets must first be sent to Human Resources for review and signed by the Executive Director of Human Resources or their appointed representative. Human Resources will forward all approved time sheets to Payroll for processing.\*\*\***

### All blanks must be filled in completely:

**Employee name.** Please use your full, legal name, the name you have on file with NISD.

**Period covered** is the time sheet period, found on the Monthly Payroll Schedule (see bottom right corner), during which the work was completed (Ex. 7/28/2019—8/24/2019).

**Employee ID #** is the 6 digit number issued by Human Resources. It is very important, as some people have the same or similar names. **Payroll used the employee id to pay and could pay the incorrect employee if the wrong number is entered.**

**Dates** should be entered according to the pay period schedule; not all months will have a 5<sup>th</sup> week. **Please do not include multiple pay periods on one time sheet.**

**Recording Actual Time Worked.** Please record the actual time worked on each day worked. If lunch is taken, please mark the appropriate box for the amount of time taken for lunch.

**NOTE:** A 30 minute lunch will automatically be deducted after 6 hours of work if no selection is made.

**Hours Per Day** is the total # of hours worked that day. Be sure to account for lunch taken when totaling hours worked.

**Total Hours** is the total # of hours worked for the entirety of the pay period.

**Rate of pay** is required on all time sheets. It must be determined before submitting time sheet. Payroll **does not** determine the rate of pay. The rate of pay should be decided prior to the employee performing the work.

**Total Amount** must be figured before submitting time sheet.

**Budget code** is required on all time sheets. It must be determined before submitting the time sheet. Payroll **does not** determine the code and is not responsible for deciding what code should be used. Appropriate budget codes should be decided prior to the employee performing the work.

**Supervisor AND Director signatures** are required for all time sheets. **No initials, only full signature accepted.**

### NOTES:

- Verify that calculated Hours are correct.
- Verify that the budget you are using is accurate for the work preformed.
- Verify the rate of pay with HR.
- Accounts: 6129SW clerical hourly, 612200 para substitutes  
6119TE professional hourly, 611200 prof substitutes

### **Northwest ISD 2024 - 2025 Monthly Payroll Schedule**

\*\*\*THIS SCHEDULE IS USED FOR EXTRA DUTY, TEMPORARY, GUEST EDUCATOR PAY AND PROCESSING LEAVE ONLY\*\*\*

\*\*FULL-TIME SALARIES ARE ANNUALIZED AND PAID OVER 12 MONTHS, ACCORDING TO PAY CYCLE\*\*

<u>TIMESHEET PERIOD</u>	<u>TIMESHEET, RECONCILE and TGP SIGNATURE DUE</u>	<u>CHECK DATE</u>	<u>FISCAL YEAR PAY RUN</u>
05/26/2024 - 06/22/2024	06/25/2024	07/25/2024	25B
06/23/2024 - 07/27/2024	07/30/2024	08/23/2024	25D
07/28/2024 - 08/24/2024	08/27/2024	09/25/2024	25F
08/25/2024 - 09/28/2024	10/01/2024	10/25/2024	25H
09/29/2024 - 10/26/2024	10/29/2024	11/25/2024	25J
10/27/2024 - 11/30/2024	12/03/2024	12/19/2024	25L
12/01/2024 - 12/28/2024	01/07/2025	01/24/2025	25N
12/29/2024 - 01/25/2025	01/28/2025	02/25/2025	25P
01/26/2025 - 02/22/2025	02/25/2025	03/25/2025	25R
02/23/2025 - 03/29/2025	04/01/2025	04/25/2025	25T
03/30/2025 - 04/26/2025	04/29/2025	05/23/2025	25V
04/27/2025 - 05/24/2025	05/27/2025	06/25/2025	25X

\*\*\*UPDATE YOUR ADDRESS AND DIRECT DEPOSIT CHANGES ONLINE\*\*\*

ROUTING AND ACCOUNT NUMBER CHANGES CAN BE MADE IN THE EAC > SALARY AND BENEFITS > DEDUCTIONS AND BENEFITS > EFT

ADDRESS CHANGES CAN BE MADE IN THE EAC > PERSONAL INFORMATION > DEMOGRAPHIC INFO

TRS & MEMBER CARE ARE YOUR MANDATORY DEDUCTIONS FOR THE TEACHER'S RETIREMENT SYSTEM (TAKEN IN PLACE OF SOCIAL SECURITY, OR FICA) AND ARE DEDUCTED AT 8.25% AND .65%, RESPECTIVELY AND ARE SUBJECT TO CHANGE. FURTHER INFORMATION CAN BE FOUND AT WWW.TRS.TEXAS.GOV

GE AND TEMPORARY EMPLOYEES WORKING IN A NON-TRS POSITION PAY 6.2% TO A 457 FICA ALTERNATIVE PLAN.

MEDICARE IS DEDUCTED AT 1.45% FOR ALL EMPLOYEES.

FEDERAL INCOME TAX IS DEDUCTED ACCORDING TO THE W-4 YOU COMPLETE AND CAN BE CHANGED IN THE EAC > SALARY AND BENEFITS > TAX INFORMATION