Northwest INDEPENDENT SCHOOL DISTRICT
Teamwork | Pride | Excellence

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.

EMPLOYEE NAME: LAST NAME FIRST NAME	**PAYROLL SCHEDULE PERIOD COVERED:**
EMPLOYEE ID # (REQUIRED):	ARE YOU A GE or TEMP ◉ GE ROLE: - ○ TEMP ROLE: -
CAMPUS/DEPARTMENT:	**TRS RETIREE:** ○ YES ◉ NO
⍟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:** ☐ Para ☐ Prof/Teacher

	DATE	TIME IN	LUNCH ⍟ See above.	TIME OUT	HRS. PER DAY
WEEK 1	SUN.		☐ 30 ☐ 60 ■ NONE		
	MON.		☐ 30 ☐ 60 ☐ NONE		
	TUES.		☐ 30 ☐ 60 ☐ NONE		
	WED.		☐ 30 ☐ 60 ☐ NONE		
	THURS.		☐ 30 ☐ 60 ☐ NONE		
	FRI.		☐ 30 ☐ 60 ☐ NONE		
	SAT.		☐ 30 ☐ 60 ☐ NONE		
WEEK 2	SUN.		☐ 30 ☐ 60 ☐ NONE		
	MON.		☐ 30 ☐ 60 ☐ NONE		
	TUES.		☐ 30 ☐ 60 ☐ NONE		
	WED.		☐ 30 ☐ 60 ☐ NONE		
	THURS.		☐ 30 ☐ 60 ☐ NONE		
	FRI.		☐ 30 ☐ 60 ☐ NONE		
	SAT.		☐ 30 ☐ 60 ☐ NONE		
WEEK 3	SUN.		☐ 30 ☐ 60 ☐ NONE		
	MON.		☐ 30 ☐ 60 ☐ NONE		
	TUES.		☐ 30 ☐ 60 ☐ NONE		
	WED.		☐ 30 ☐ 60 ☐ NONE		
	THURS.		☐ 30 ☐ 60 ☐ NONE		
	FRI.		☐ 30 ☐ 60 ☐ NONE		
	SAT.		☐ 30 ☐ 60 ☐ NONE		

	DATE	TIME IN	LUNCH ⍟See above.	TIME OUT	HRS. PER DAY
WEEK 4	SUN.		☐ 30 ☐ 60 ☐ NONE		
	MON.		☐ 30 ☐ 60 ☐ NONE		
	TUES.		☐ 30 ☐ 60 ☐ NONE		
	WED.		☐ 30 ☐ 60 ☐ NONE		
	THURS.		☐ 30 ☐ 60 ☐ NONE		
	FRI.		☐ 30 ☐ 60 ☐ NONE		
	SAT.		☐ 30 ☐ 60 ☐ NONE		
WEEK 5	SUN.		☐ 30 ☐ 60 ☐ NONE		
	MON.		☐ 30 ☐ 60 ☐ NONE		
	TUES.		☐ 30 ☐ 60 ☐ NONE		
	WED.		☐ 30 ☐ 60 ☐ NONE		
	THURS.		☐ 30 ☐ 60 ☐ NONE		
	FRI.		☐ 30 ☐ 60 ☐ NONE		
	SAT.		☐ 30 ☐ 60 ☐ NONE		

0	X		=	$ 0.00
TOTAL HOURS/DAYS		RATE OF PAY		TOTAL AMOUNT EARNED

BUDGET CODE: _____

Budget code must be verified and entered **BEFORE** submitting to Human Resources.

Submit to Human Resources for approval.

Approved by: _____ Date: _____

TOTAL AMOUNT EARNED

Employee Signature: _____ DATE: _____

Supervisor Signature: _____ DATE: _____

Director Signature: _____ DATE: _____

REVISED 10/2020

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 5th 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 2025 - 2026 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

TIMESHEET PERIOD	TIMESHEET, FINAL RECONCILE and TCP SIGNATURE DUE DATE	CHECK DATE	FISCAL YEAR PAY RUN
5/25/2025 - 6/28/2025	7/8/2025	7/25/2025	26B
6/29/2025 - 7/26/2025	7/29/2025	8/25/2025	26D
7/27/2025 - 8/23/2025	8/26/2025	9/25/2025	26F
8/24/2025 - 9/27/2025	9/30/2025	10/24/2025	26H
9/28/2025 - 10/25/2025	10/28/2025	11/25/2025	26J
10/26/2025 - 11/29/2025	12/2/2025	12/18/2025	26L
11/30/2025 - 12/27/2025	1/6/2026	1/23/2026	26N
12/28/2025 - 01/24/2026	1/27/2026	2/25/2026	26P
1/25/2025 - 2/21/2026	2/24/2026	3/25/2026	26R
2/22/2026 - 3/28/2026	3/31/2026	4/24/2026	26T
3/29/2026 - 4/25/2026	4/28/2026	5/22/2026	26V
4/26/2026 - 5/23/2026	5/26/2026	6/25/2026	26X

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